



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS  
ANNUAL MEETING  
May 6, 2026 – 2:00 p.m.  
SMSU NORTH STUDENT CHAMBERS  
<https://csusb.zoom.us/j/85875529320>

**ANNUAL AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. May 7, 2025
4. Open Forum (3 Minutes per speaker)
5. Adoption of Agenda

**NEW BUSINESS**

- |        |  |
|--------|--|
| A 1/26 | SMSU Board of Directors Annual Summary Report, 2025-26 Annual Meeting (Informational, Del Rossi)                                     |
| A 2/26 | Discussion of Forms: Conflict of Interest/Commitment and Board of Director Responsibilities and Expectations (Discussion, Del Rossi) |
| A 3/26 | Interview and Selection of 2026-2027 SMSU Board of Directors Student Representatives (Action, Del Rossi)                             |
| A 4/26 | Overview of Corporate Officers Role and Responsibilities (Informational, Del Ross)   |
| A 5/26 | Permission to elect 2026-2027 SMSU Board of Directors Chair (Action, Del Rossi)  |
| A 6/26 | Permission to elect 2026-2027 SMSU Board of Directors Vice-Chair (Action, Del Rossi)   |
| A 7/26 | Permission to elect 2026-2027 SMSU Board of Directors Controller (Action, Del Rossi)   |

- A 8/26                      Permission to elect 2026-2027 SMSU Board of Directors Secretary  
(Action, Del Rossi)
- A 9/26                      SMSU Board Resolution: Limited Summer Delegation of Authority to the  
Executive Committee effective May 7, 2026 – August 31, 2026 (Action,  
Del Rossi)
- A 10/26                     Review and Approve the SMSU Board of Directors 2026-2027 Meeting  
Schedule (Action, Del Rossi)
- A 11/26                     Review Board Training/Activities/Leadership Development Workshops  
(Discussion, Del Rossi)
- A 12/26                     2026-2027 University President Appointees (Informational, Del Rossi)
- A 13/26                     Appointment of Board Representative(s) to Audit Committee (Del Rossi)
- A 14/26                     Appointment of Board Representative(s) to Personnel Committee (Action,  
Del Rossi)
- A 15/26                     Appointment of Board Representative(s) to Finance and Contracts  
Committee (Action, Del Rossi)
- A 16/26                     Appointment of Board Representative(s) to Policies and Procedures  
Committee (Action, Del Rossi)
- A 17/26                     Appointment of Board Representative(s) to Recreation and Wellness  
Committee (Action, Del Rossi)
- A 18/26                     Appointment of Board Representative(s) to Facilities and Sustainability  
Committee (Action, Del Rossi)
- A 19/26                     Appointment of Board Representative(s) to Strategic Planning Committee  
(Action, Del Rossi)

## **ANNOUNCEMENTS**

## **ADJOURNMENT**



## Santos Manuel Student Union

CAL STATE SAN BERNARDINO

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

**Wednesday, May 7, 2025 | 3:00pm**

**Student Chambers (SUN-3305)**

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

### Minutes

**Members Present:** Angelica Agudo, Vilayat Del Rossi, Sophia Garcia, Sukhpreet Kaur, Carson Fajardo, Jose Hernandez, Edgar Lopez, Jessica Lu, Paz Oliverez, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon, Dr. Bibiana Diaz-Rodriguez, Dr. John Reitzel.

**Members Absent:** Isaias Mendoza-Placencia

**Staff Present:** Sasha Baltazar, Monica Baeza, Jasmine Bustillos, Jared Fisk, Matthew Jenkins, Elizabeth Junker, Sean Kinnally, Lorena Marquez, Maria Elena Najera-Neri, Mario Orellana, Mark Oswood, Jennifer Puccinelli, Katie Wallen.

**Guests Present:** Anjali, Kimberly Rosas, Robinpreet Waraich.

**Call to Order:** The meeting was called to order at 3:07p.m.

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

#### **Approval of Minutes:**

M/S Hernandez/Garcia; motion to approve the SMSU Board of Directors Annual meeting minutes from May 8, 2024.

*Motion passed.*

**Open Forum:** No public comments.

#### **Adoption of Agenda:**

M/S Hernandez/Rendon; motion to adopt May 7, 2025 agenda as presented.

*Motion passed.*

## NEW BUSINESS

### **A 1/25 Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations (Discussion, Del Rossi)**

M/S Agudo/Del Rossi; motion to open A 1/25 Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations.

Interim Executive Del Rossi 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.

Chair Paz passed gavel to Interim Executive Del Rossi at 3:26pm.

### **A 2/25 Interview the 2025-2026 SMSU Board of Directors Student Representatives (Action, Del Rossi)**

M/S Fajardo/Rendon; motion to open A 2/25 Interview the 2025-2026 SMSU Board of Directors Student Representatives.

ASI President Fajardo deferred his time to Interim Executive Del Rossi. A conversation ensued among the board regarding the questions that will be asked to each candidate.

Seven applicants applied for the six vacancies on the SMSU Board of Directors for the 25-26 Academic Year. Six 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 Jose Manuel Hernandez Jr., Jocelyn Paz, Sophia Garcia, Sukhpreet Kaur, Robinpreet Kaur, and Anjali.

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

M/S Paz/Hernandez; motion to amend A2/25 to read :Permission to elect Anjali, Sophia Garcia, Jose Manuel Hernandez Jr., Sukhpreet Kaur, Jocelyn Paz and Robinpreet Waraich, as SMSU Student Representatives.

*Motion passed.*

M/S Hernandez/Rangel-Canseco; motion to approve item as amended.

**Roll Call Vote:**      10- In-Favor              1 - Opposed              1 – Abstention  
*Motion Passed.*

M/S Hernandez/Kaur; motion to extend meeting time to 6:05pm.  
*Motion passed.*

**A 3/25              Interview and Selection of the 2025-2026 SMSU Board of Directors Chair  
(Action, Del Rossi)**

M/S Hernandez/Rendon; motion to open item A 3/25, Interview and Selection of the 2025–2026 SMSU Board of Directors Chair.

The Board opened nominations for the position of 2025–2026 SMSU Board of Directors Chair. Nominations were received for Sophia Garcia, Jocelyn Paz, Jose Hernandez, Robinpreet Waraich, and Anjali. Sophia Garcia and Jocelyn Paz declined their nominations. The Board then proceeded with voting among the remaining nominees: Jose Hernandez, Robinpreet Waraich, and Anjali.

**1<sup>st</sup> Round Vote:**      5 – Jose              5- Anjali              3 - Robinpreet

**2<sup>nd</sup> Round Vote:**      7 - Jose              5 – Anjali              2 - Abstentions

M/S Fajardo/Reitzel; motion to amend item A 3/25 to read: Permission to elect Jose Manuel Hernandez Jr. as 2025–2026 SMSU Board of Directors Chair.  
*Motion passed.*

M/S Paz/Fajardo; motion to approve A 3/25 item as amended.

**Roll Call Vote:**      10 - In-Favor    0 - Opposed    2- Abstention  
*Motion passed.*

**A 4/25              Interview and Selection of the 2025-2026 SMSU Board of Directors Vice-  
Chair (Action, Del Rossi)**

M/S Paz/Hernandez; motion to open A 4/25 Interview and Selection of the 2025-2026 SMSU Board of Directors Vice-Chair.

The Board opened nominations for the position of 2025–2026 SMSU Board of Directors Vice Chair. Nominations were received for Jocelyn Paz and Anjali. The Board then proceeded with a vote.

**Vote:**              10- Jocelyn              2- Anjali              3 – Abstentions



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

M/S Hernandez/Kaur; motion to extend meeting for 30 minutes to end at 6:35pm.  
*Motion passed*

M/S Hernandez/Rendon; motion to table items A 7/25 – A 13/25.  
*Motion passed.*

**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)**

M/S Hernandez/Paz; motion to open 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. The Board discussed delegating limited summer authority to the Executive Committee for the period between May 7 and August 22 so that time-sensitive and urgent organizational business could be addressed without convening the full Board during the summer recess. Members discussed the importance of reserving non-urgent matters for the regular academic-year meeting schedule whenever possible, while also acknowledging the need to maintain business continuity during months when the organization continues to operate.

The Board further discussed whether attempts should be made to convene the full Board for significant matters, particularly budget related items, and noted that while non-Executive Board members could be invited to attend summer Executive Committee meetings and provide input, voting authority would remain with the Executive Committee if delegation were approved. The discussion also acknowledged bylaw and meeting schedule requirements, including that meetings held outside the adopted regular schedule would constitute special meetings, and concluded with the understanding that summer action should be limited to matters requiring timely attention, such as urgent operational or life safety issues.

**VOTE:**                   7- In-Favor                   0 - Opposed                   1- Abstention  
*Motion passed.*

M/S Hernandez/Paz; motion to rescind vote.  
*Motion passed.*

M/S Hernandez/Paz; motion to move to a vote for A 14/25.

**VOTE:**                   9- In-Favor                   0 - Opposed                   1- Abstention  
*Motion passed.*

**A 15/25      Review and Approve the proposed meeting schedule for the 2025-2026 Board of Directors meeting dates (Action, Del Rossi)**

M/S Hernandez/Fajardo; motion to open A 15/25 Review and Approve the proposed meeting schedule for the 2025-2026 Board of Directors meeting dates.

*Motion passed.*

The Board reviewed the proposed 2025–2026 Board of Directors meeting schedule, which listed regular meetings on Wednesdays beginning September 3, 2025, with the annual meeting scheduled for May 6, 2026. It was noted that the proposed meeting time would shift to 3:30 p.m. to 5:00 p.m. in order to provide sufficient time for Board business, as the current schedule had created time constraints. Members discussed general availability and indicated that Wednesdays appeared workable, with no additional conflicts raised by the Board; Dr. Reitzel also noted that he would not have the scheduling conflict next year that affected his attendance during the current year. Following discussion, the Board expressed support for the proposed meeting schedule and also suggested that the schedule be distributed to Board members by email.

**A 16/25      Summer Training/Camping Retreat (Discussion, Del Rossi)**

M/S Hernandez/Paz; motion to open A 16/25 Summer Training/Camping Retreat.

The Board discussed the proposed summer training and camping retreat schedule, including joint training sessions with ASI leadership in June and a camping retreat in Big Bear in July, and members were invited to raise any attendance conflicts. Several directors noted potential scheduling challenges due to work obligations, travel, and summer availability, and members discussed whether the training dates should be reevaluated to better align with Board member availability and ASI’s summer schedule. By consensus, the Board agreed that staff should follow up with members to gather availability and reassess the summer training schedule as needed before finalizing dates.

**Announcements**

- Join First People’s Center event happening this evening.

**Adjournment:**      M/S Hernandez/Paz; motion to adjourned meeting at 6:31p.m.

Minutes reviewed and approved by:

\_\_\_\_\_  
Secretary, SMSU Board of Directors

\_\_\_\_\_  
Date

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## SMSU Board of Directors Annual Summary Report 2025–2026 Annual Meeting

### Executive Summary

The 2025–2026 year was a high-activity governance and implementation year for the Santos Manuel Student Union Board of Directors. Across the year, the Board and its committees focused on strengthening governance, modernizing policies, advancing strategic planning, reinforcing fiscal stewardship, supporting organizational transitions, and making visible investments in student spaces, student services, and Recreation & Wellness.

The year began with a strong summer transition period in which the Executive Board helped stabilize operations, update policies, address reserve and accounts receivable cleanup, support implementation of the Golden Handshake retirement program, renew leases, establish the audit committee, and approve facility and equipment upgrades needed before the fall term. Those summer actions created the operational foundation for the academic year and positioned the full Board to begin the year with clearer priorities and stronger readiness.

Throughout the year, the Board emphasized three major themes:

1. **Governance and policy modernization** through a substantial number of policy approvals and revisions.
2. **Financial stewardship and compliance** through budget approvals, reserve allocation work, audit review, improved procurement controls, and corrective action related to the DHRE loan.
3. **Strategic and student-centered organizational improvement** through the NASPA external review response, development of mission/vision/values, facility enhancement discussions, and targeted investments in student experience and safety.

The result was a year marked not only by volume of action, but by structural progress. The Board addressed current needs while also building a stronger framework for the incoming Board to lead from in 2026–2027.

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- I. **Summer 2025 Executive Board Accomplishments** - A major strength of this year was the work completed before the full Board cycle began. During Summer 2025, the Executive Board:
    - Held four meetings to maintain continuity and address urgent organizational needs.
    - Updated five policies.
    - Advanced cleanup of accounts receivable and reserves.
    - Supported implementation of the Golden Handshake retirement program.
    - Approved needed facilities and equipment upgrades, including washer repairs and theater lighting.
    - Renewed leases.
    - Entered into an MOU with campus HR for consultation and support.
    - Established the Audit Committee in preparation for the annual CLA audit.

These actions were important because they gave the organization a more stable operational, fiscal, and governance starting point heading into the academic year.

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## II. Major Accomplishments This Year

- **Governance and Policy Modernization** - One of the Board's most significant accomplishments this year was its sustained policy work. The Board advanced a broad policy modernization agenda across personnel, finance, procurement, governance, travel, hospitality, accessibility, and student leadership. Areas addressed this year included:

- employee reimbursement and employment reference standards
- volunteer requirements and risk controls
- fiscal policy structure and financial reporting
- campus travel adoption
- background checks
- accessibility procurement standards
- hospitality standards
- overtime compliance
- special fund lending controls
- bidding and procurement/contracting modernization
- leadership scholarship governance
- personnel records and leave policies
- relocation policy updates
- bylaw revisions and governance clarification

This policy work significantly improved alignment with CSU, campus, legal, audit, and compliance expectations while also giving the organization clearer internal operating standards.

- **Strategic Planning and Organizational Direction** - The Board used this year to move from external review and board goal themes into a more structured strategic planning process. Progress included:

- discussion of Board goal themes and strategic alignment early in the year
- creation and staffing of a Strategic Planning Committee
- integration of findings from the NASPA external review
- engagement of full-time staff and student staff in values, vision, and mission development
- approval of organizational values
- approval of a revised mission statement
- approval of an organizational vision

Collectively, this work helped define the organization's "North Star" and created a stronger foundation for long-range planning, decision-making, culture development, and future assessment.

- **Fiscal Stewardship and Internal Controls** - This year also involved major financial and compliance work. Board accomplishments included:

- approval of the FY 2025–2026 budget and later the FY 2026–2027 budget
- approval of the FY 2024–2025 audited financial statements with a clean audit outcome
- first, mid-year, and third-quarter financial review processes
- advancement of a structured reserve allocation framework
- increased transparency in budget presentation and reserve reporting
- review of the DHRE loan matter and approval of corrective next steps
- approval of a Special Fund Loan Policy

- approval of an amendment to the existing special fund loan to bring it into stronger compliance alignment
- participation in selection/monitoring expectations for the next audit firm

These actions strengthened fiscal transparency, internal controls, reserve planning, and Board oversight.

- **Facilities, Safety, and Capital Improvements** - The Board also approved or advanced a number of important facility and equipment improvements. Key actions included:
  - emergency lighting replacement due to life-safety/code concerns
  - SMSU South HVAC upgrades
  - climbing wall inspection and repair
  - TRX storage bay for improved safety and organization
  - banquet and vendor table replacement in the event center
  - cardio equipment replacement in RecWell
  - golf cart replacement for RecWell operations
  - wall graphics and visual improvements in SMSU North and South
  - support for outdoor recreation facility planning and preliminary project funding
  - support for furniture and student-facing enhancements related to SMSU South refresh efforts

These improvements reflect a pattern of investment in student-facing spaces, operational reliability, compliance, and preventative maintenance.

- **Student Experience, Leadership, and Inter-Campus Collaboration** - The Board remained attentive to student impact and student leadership development. Highlights included:
  - committee appointments that supported student-majority committee structures
  - conference participation through ACUI, CSULA, and HACU-related planning
  - peer networking with other student unions
  - continued support for identity centers, student services, and recreation programming
  - discussion of food access, student safety, student employment, and student-centered communication
  - advancement of leadership scholarship language in bylaws/policy as part of board development work

The Board also maintained visible support for improving communication about what student fees provide, with continued emphasis on demonstrating impact to students.

### III. Policies and Governance Actions Approved This Year

The Board approved a large number of policy-related items this year.

- **Formal policies approved** - A working count identifies *19 formal policy approvals* during the year:
  1. Cell Phone Reimbursement Policy
  2. Employee Reference Policy
  3. Volunteer Policy
  4. Fiscal Policy 101 – Budget Development and Control
  5. Fiscal Policy 102 – Accounting Structure and Records
  6. Fiscal Policy 103 – Financial Reporting
  7. Campus Travel Policy Adoption
  8. Background Check Policy

9. Accessibility Procurement of Information and Communication Technologies Policy
  10. Hospitality Policy
  11. Revised Overtime Policy
  12. Special Fund Loan Policy
  13. Revised Fiscal Policy 105 – Bidding, Quotes, and Exceptions
  14. Revised Fiscal Policy 104 – Procurement and Contracting
  15. Leadership Scholarship Policy
  16. Revised Personnel Records Policy
  17. Revised Relocation Policy
  18. Revised Paid Leaves of Absence Policy
  19. Revised Unpaid Leaves of Absence Policy
- **Additional governance framework actions** - If the Board wishes to count broader governance framework actions in addition to formal policies, the count increases further when including:
    - Reserve Allocation Framework
    - Bylaws Amendments
    - Organizational Values
    - Revised Mission Statement
    - Organizational Vision

#### IV. Other Notable Board Actions and Decisions

- In addition to policy work, the Board took action on important operational and strategic matters, including:
  - 26–27 budget approvals
  - annual audit approval and the hiring of a new audit firm by the Audit committee
  - lease renewals
  - write-offs
  - job description and position approvals
  - facility and equipment capital purchases
  - committee structure and appointments
  - legal counsel transition updates

This reflects a Board year that was both governance-heavy and operationally consequential.

#### V. Looking Ahead: Priorities for 2026–2027

The incoming Board will inherit substantial progress and should be positioned to focus on implementation, refinement, and long-range execution. Key priorities for next year include:

##### 1. Strategic Plan Implementation

- translate mission, vision, and values into strategic pillars, goals, and metrics
- connect assessment, budgeting, and reporting to strategic priorities
- establish clear annual progress measures for the Board

##### 2. Continued Governance Refinement

- continue second-phase bylaw review and any needed governance updates
- monitor implementation of newly approved policies
- continue board training related to fiduciary responsibilities, procurement, and open meeting requirements

##### 3. Financial Sustainability and Reserve Planning

- continue reserve funding strategy and reporting
  - monitor loan amendment implementation and repayment compliance
  - maintain budget transparency and long-range planning discipline
  - evaluate impacts of fee waivers, compensation pressures, and operating costs
- 4. Facility Renewal and Student-Facing Improvements**
- continue implementation of SMSU South refresh elements
  - advance outdoor recreation planning in partnership with ASI and campus stakeholders
  - prioritize high-use facility maintenance, modernization, and safety projects
  - continue visible improvements that help students understand the value of SMSU spaces
- 5. Student Impact and Communication**
- strengthen communication to students about how fees support facilities, programs, employment, and services
  - continue improving student-facing assessment and outcome reporting
  - maintain support for identity centers, recreation, leadership development, and cross-campus engagement
- 6. Organizational Culture and Staffing Sustainability**
- continue work informed by NASPA review recommendations
  - support role clarity, training, workload balance, and sustainable staffing structures
  - align culture, supervision, and evaluation processes with new mission/vision/values
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## **VI. Closing Summary**

This was a consequential year for SMSU. The Board addressed urgent needs, modernized governance structures, approved significant policy revisions, strengthened financial oversight, and advanced strategic planning at a pivotal time for the organization.

The year's accomplishments demonstrate that the Board was not only responsive to immediate operational demands, but also intentional about building a more transparent, compliant, student-centered, and sustainable future.

For the incoming Board, the organization is in a stronger position than it was at the start of the year:

- governance is clearer,
- policy infrastructure is stronger,
- strategic direction is more defined,
- fiscal oversight is more robust, and
- several visible student-facing improvements are already underway.

This annual meeting is an opportunity to recognize that progress, document the work completed, and hand off a stronger foundation for the year ahead.



Santos Manuel Student Union Board of Directors  
Conflict of Interest/Conflict of Commitment Policy

## 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 PROCEDURES

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, will 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.



**Santos Manuel  
Student Union**

CAL STATE SAN BERNARDINO

**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS  
Annual Certification of Compliance  
Conflict of Interest/Conflict of Commitment Policy  
2026-2027**

As a member of the Santos Manuel Student Union Board of Directors and/or Committees, I hereby certify that I have been given a copy of the Board's policy on Conflict of Interest/Conflict of Commitment. I furthermore certify that I have read and understand the provisions of the policy and agree to abide by those provisions in the execution of my duties on this Board. I currently do not find myself to be in violation of the policy, having no undisclosed conflicts, and if any conflicts arise during the next twelve months, they will be disclosed immediately to the Policies & Procedures Committee.

***Please print:***

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**Name**

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**Board Position**

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**Signature**

---

**Date**

**Witness:**

---

**Signature**

---

**Date**

**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 &amp; 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 &amp; 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 reprimand/correct an employee.</i>	Executive Director & Staff*
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 &amp; 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 &amp; 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 &amp; 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 decisions	Executive Director & 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



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS**  
Responsibilities and Expectations 2026 – 2027

NAME: \_\_\_\_\_

BOD POSITION: \_\_\_\_\_

As an appointed member of the Santos Manuel Student Union Board of Directors, you must fulfill the following:

**Responsibilities:**

1. Attend Board and Committee meetings as assigned or otherwise appointed with respect to your position.
2. Dedicate a minimum of 10 hours per month to board activities. \*
3. Hold regularly scheduled office hours of at least 1.5 hours per week. \*
4. Miss no more than three (3) regularly scheduled board and/or committee meetings per year.
5. Adhere to open meeting law and conflict of interest regulations.
6. Attend the Board of Directors' summer training activities.
7. Perform as a committee chair or member on at least one committee, hold individual committee meetings, set agendas, and follow up on projects initiated and/or assigned as appropriate.
8. Submit monthly status reports on progress by the first of each month to the Vice Chair throughout your term\*.
9. In conjunction with other student board members, coordinate recruitment efforts for the following year's student representatives\*.
10. Notify the Santos Manuel Student Union Administrative Office and colleagues regarding changes or conflicts in scheduling.
11. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

\*Applies to Student Representatives only.

In addition, you must fulfill the following:

**Expectations:**

1. Ensure that you act in the best interest of the students and the campus of California State University, San Bernardino.
2. Make a sincere attempt to keep lines of communication open between fellow officers, committees, and the organization.
3. Be knowledgeable of the Santos Manuel Student Union Bylaws, Articles of Incorporation, committee responsibilities, and the role they play within the organization.
4. Support the efforts of the Santos Manuel Student Union as a whole, while maintaining interaction with other Santos Manuel Student Union programs/activities.
5. Fulfill your general and specific job requirements, trying to avoid mistakes to the best of your ability, however, be accountable and responsible for them if they occur with a mindset of honesty and



assertiveness.

6. Resign in the event that you are unable to fulfill your job requirements due to personal trauma, health, academics, or commitment to other co-curricular activities.

**Incentive Requirements:**

In order to receive the monthly incentive, you must:

1. Adhere to all responsibilities and expectations as outlined above.
2. Complete each semester with a **2.5 GPA** and maintain a cumulative **2.5 GPA** while a member of the Board.
3. Be regularly enrolled in at least **six undergraduate units** or **three graduate units** each semester.
4. Be in good standing with the University in regard to both academic and student conduct.
5. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

My signature below indicates that I have read and understand the Santos Manuel Student Union Board of Directors' Responsibilities and Expectations statement and I will abide by it and its provisions. My failure to fulfill the responsibilities as outlined may result in my removal from the Santos Manuel Student Union Board of Directors.

***Please initial one box:***

\_\_\_\_\_ I accept the monthly incentive and will abide by the requirements. I understand that the incentive will be revoked if I do not fulfill the incentive requirements listed above.

\_\_\_\_\_ I wish to decline the monthly incentive; however, I understand that I must abide by the incentive requirements listed above. I understand that I can accept the monthly incentive while I serve on the Board if I choose by completing a new Responsibilities and Expectations form.

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SMSU Executive Director's Signature

\_\_\_\_\_  
Date



**Santos Manuel  
Student Union**

CAL STATE SAN BERNARDINO

**SMSU Board of Director Candidates  
2026-2027**

	<b>Name:</b>
1	Sebastian Bautista
2	Yazhini Elanchezhian
3	Mehakdeep Singh
4	Unnati Sisodiya
5	Jalonis Taylor

**Candidate #1**

<b>Name:</b>	<b>Major:</b>	<b>Grade Level:</b>	<b>Anticipated Graduation:</b>
Sebastian Bautista	Info and Decision Science	Undergraduate (Sophomore)	May 2029

**Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?**

I would bring strong leadership, communication, problem-solving, and management skills to my role as a Student Representative on the SMSU Board of Directors. As a current Orientation Leader for the Palm Desert Campus, I have gained experience helping students. I have been exposed to what is offered at the SMSU and the importance of all the centers. I have gained leadership experience in many situations such as helping and motivating others. I have been in situations where I had to use my problem solving and critical thinking skills to think of what was best for me and those around me. I begin with analyzing a problem from multiple perspectives. I believe that teamwork is the key to success and the heart of a successful organization. I always strive to be on the spot of what is asked of me. I am highly organized and manage my time well, balancing my academic, personal, and leadership responsibilities.

**Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?**

As an SMSU Board of Director Student Representative, I hope to contribute to creating an engaging campus environment where the students feel seen. I want to help ensure programs, services, and spaces help students out in order for them to succeed. Coming from the Palm Desert campus, I am interested in creating more connections between the campuses and students. After visiting the main campus and the SMSU, seeing all the different centers just opened my eyes. I believe this opportunity is the perfect one to grow my leadership skills. I look forward to being exposed in decision making, ideas, and collaborating with the board. I am very invested to contribute my all to help the students out and voice their needs.

**Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.**

One of the highlights of me is my persistence, being able to navigate through challenges and anything that comes my way. At the end of my junior year, unforeseen health issues which significantly impacted my life and my academics. I had no choice but to be homeschooled and try my best to get my grades up, from all F's. At the beginning of my senior year, I thought I was ready to go back. I had to complete two months worth of assignments in 1 month, including work in my dual enrollment classes. My teacher told me it was impossible to catch up and I should just give up, but I said that is not an option for me. I worked hard and pushed through to

finish with A's.

Another strength is my multitasking and adaptability. I joined my high school's marching band as a way to get more involved. I was a beginner and struggled with keeping up. More than half of the band graduated which left many of us beginners with no choice but to step up. Normally students would apply for leadership positions in their 4th year, but I had to apply in my 2nd year. This strengthened my ability to work on expanding my own skills but also help the new members. I had to multitask and make sure my instrument section was putting in their best. Coming from a different campus, I believe that I can bring a different perspective. I believe these experiences have distinctly shaped who I am and my determination to help others. I want to contribute to the community and work for the students.

## Candidate #2

Name:	Major:	Grade Level:	Anticipated Graduation:
Yazhini Elanchezhian	Computer Science	Masters	May 2027

### **Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?**

I bring a genuine passion for leadership, collaboration, and student engagement to this role. During my undergraduate studies, I served as the Chairwoman of my department, where I represented student and organized hackathons, technical fests, and cultural events. In my professional role, I also mentored junior team members and organized team-building initiatives such as Fun Fridays, helping create a positive and inclusive environment. These experiences strengthened my communication, coordination, and leadership skills. While I am new to CSUSB as a graduate student, I am eager to listen, learn, and advocate for students while contributing meaningfully to the SMSU Board.

### **Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?**

As an SMSU Board of Director Student Representative, I hope to serve as an approachable voice for students. I want to listen, understand student experiences, and help ensure those perspectives are reflected in board discussions and decisions. I also hope to support efforts that improve student engagement, wellness, and a sense of belonging within the student union. Through this role, I aim to contribute positively to the campus community while continuing to grow as a leader and collaborator.

### **Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.**

In addition to my academic and professional experiences, I have consistently taken on leadership and community-building roles throughout my education. From serving as a school pupil leader to leading my undergraduate department as chairwoman, I have enjoyed creating spaces where people feel heard and supported. I value teamwork, responsibility, and open communication, and I approach leadership with empathy and a willingness to learn. As a graduate student, I am excited to continue growing in these areas while contributing positively to the CSUSB community.

**Candidate #3**

<b>Name:</b>	<b>Major:</b>	<b>Grade Level:</b>	<b>Anticipated Graduation:</b>
Mahekdeep Singh	Computer Science	Masters	May 2030

**Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?**

As the Founder and President of the Punjab Students Organization (PSO), I have been able to develop strong leadership, communication, and organizational skills by working on projects that promote student engagement and represent the voices of a variety of students. My work with another student organization since 2025 has helped me develop strong teamwork and problem-solving skills. Being a Teacher Assistant in high school taught me the value of patience, mentorship, and accountability, while my work with SMSU Maintenance has helped me develop strong reliability, work ethic, and attention to detail skills. These experiences demonstrate my passion for serving others, listening actively, and making a positive contribution to the campus community.

**Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?**

As an SMSU Board of Director Student Representative, I look forward to developing my leadership skills while actively representing and serving the student body. I would like to continue my personal and professional development by learning from this experience and bringing valuable ideas to the table that will make a difference in campus life. My hope is to hear the students out, represent their needs, and be a part of the positive change that will make campus life more supportive and engaging for all.

**Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.**

Through my engagement with the Punjab Students Organization (PSO) as the Founder and President, I have been actively involved in community service through the organization of activities such as the distribution of free groceries to students in need and assistance with temporary accommodation support. These activities have reinforced my passion for community service. In addition, I have also been involved in community service activities at my local temple in India, where I learned the significance of giving back and working together for the benefit of others.

### Candidate #4

<b>Name:</b>	<b>Major:</b>	<b>Grade Level:</b>	<b>Anticipated Graduation:</b>
Unnati Sisodiya	MS in Entrepreneurship	Post-Bac	May 2027

**Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?**

I bring leadership experience, cultural representation, and strategic thinking to the SMSU Board of Directors. As the President of the Indian Student Organization, I lead a team in planning large-scale cultural and community events, managing budgets, coordinating with university departments, and representing the interests of our members. This role has strengthened my ability to lead responsibly, collaborate across diverse groups, and advocate effectively for student needs.

Through my academic focus on entrepreneurship and venture development, I have developed strong analytical and decision-making skills. I am comfortable reviewing proposals, evaluating feasibility, thinking long-term, and aligning initiatives with an organization’s mission. These skills are directly applicable to board-level discussions and responsible governance.

As both a student leader and an international student, I offer a global perspective, cultural awareness, and a strong commitment to inclusive representation. I am adaptable, detail-oriented, and prepared to contribute thoughtfully to strategic conversations that impact the broader student body.

**Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?**

As a Student Representative, I hope to strengthen student engagement and ensure that diverse student voices are reflected in board decisions. I want to contribute to initiatives that promote cultural awareness, inclusivity, leadership development, and meaningful campus involvement. I aim to help make the Student Union a vibrant, welcoming space where students feel connected and informed about available resources and opportunities. I also hope to encourage stronger collaboration between student organizations and the SMSU to create programming that reflects the diversity and energy of our campus community.

Ultimately, I want to serve as a bridge between students and leadership-actively listening, gathering feedback, and advocating for decisions that enhance student life at CSUSB.

**Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.**

Serving as President of the Indian Student Organization has allowed me to develop strong organizational, communication, and event management skills while fostering cultural pride and community engagement on campus. I have worked to create inclusive events that bring students from various backgrounds together, strengthening cross-cultural understanding.

My experiences in entrepreneurship and leadership have reinforced the importance of accountability, teamwork, and ethical decision-making, qualities essential for a Board of Directors role. As someone who moved to the U.S. to pursue higher education, I value representation and am committed to contributing positively to the campus community.

Serving on the SMSU Board would allow me to combine leadership, advocacy, and strategic thinking to support initiatives that benefit the entire student body.

**Candidate #5**

<b>Name:</b>	<b>Major:</b>	<b>Grade Level:</b>	<b>Anticipated Graduation:</b>
Jalonis Taylor	Theater Arts	Undergraduate	May 2027

**Question 1: What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?**

Through my leadership position in the Student African American Brotherhood Club, I have helped coordinate meetings, support campus initiatives, and promote mentorship and academic success among members. This role has strengthened my ability to collaborate with diverse groups, communicate effectively, and advocate for student needs. I have learned that strong leadership is rooted in listening, accountability, and a commitment to uplifting others.

**Question 2: What do you hope to achieve as an SMSU Board of Director Student Representative?**

As an SMSU Board of Director Student Representative, I hope to strengthen student representation by ensuring that diverse voices are heard, respected, and included in meaningful decision-making. Through my experience as Vice President of the Student African American Brotherhood Club and my involvement in the Black Student Union, theatre, and chamber singers, I have learned the importance of advocacy, collaboration, and community engagement. I want to help create opportunities that promote leadership development, academic success, and cultural awareness across campus. Ultimately, I hope to contribute to a campus environment where students feel empowered, supported, and connected, while continuing to grow as a responsible and effective leader.

**Question 3: Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.**

Beyond my listed experiences, I am deeply motivated by a desire to serve and uplift others. My involvement in the Student African American Brotherhood Club and Black Student Union has reinforced my belief that leadership is not about position, but about responsibility and impact. I care about creating spaces where students feel seen, heard, and supported, especially those who may not always feel represented. As a Theatre Arts major, I have learned that every voice carries power, and I strive to use my voice to advocate with confidence, empathy, and integrity. Balancing my academic success with active campus involvement has strengthened my discipline and commitment to excellence. I am dedicated to contributing thoughtfully, listening intentionally, and helping build a stronger, more connected student community.

**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS RESOLUTION****SUBJECT:** Limited Summer Delegation of Authority to the Executive Committee**RESOLUTION NO.:** 2026-01**TERM OF DELEGATION:** From May 7<sup>th</sup>, 2026 through August 31<sup>st</sup>, 2026**RESPONSIBLE OFFICE:** Board of Directors / Executive Director**REFERENCES:** SMSU Bylaws, including Article IV, Section 5 (Executive Committee), Article VII (Meetings), and Article XI (Delegation of Authority)

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**RESOLUTION**

**WHEREAS**, the Santos Manuel Student Union Board of Directors is the governing body of the Corporation and retains ultimate responsibility for the direction, oversight, and control of SMSU affairs under the Bylaws; and

**WHEREAS**, the Bylaws provide that the Executive Committee shall act only in an advisory capacity except as expressly delegated by formal action of the Board of Directors, and only for time-sensitive operational matters arising between regularly scheduled meetings of the Board; and

**WHEREAS**, the Bylaws further provide that the Executive Committee may not exercise delegated authority with respect to adoption or amendment of policy, approval of the annual budget, approval of audits, approval of contracts exceeding limits established by Board policy, hiring or termination of the Executive Director, or any matter otherwise reserved by law, Title 5, the Education Code, the Articles of Incorporation, or the Bylaws to the full Board of Directors; and

**WHEREAS**, during the summer session, the regular meeting schedule and reduced availability of Board members may create circumstances in which limited, clearly defined delegated authority is necessary to preserve continuity of operations and allow timely action on routine operational matters that cannot reasonably await the next regular meeting of the Board; and

**WHEREAS**, the Board of Directors desires to authorize a narrow, temporary delegation of authority to the Executive Committee for the summer session only, subject to strict limitations, transparency, and reporting requirements consistent with the Bylaws and applicable law; now, therefore, be it

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**RESOLVED****1. Limited Delegation Approved**

**RESOLVED**, that the Board of Directors hereby delegates limited authority to the Executive Committee (“E-Board”), for the summer session only, to review and act on certain time-sensitive operational matters on behalf of the Board of Directors only when postponement until the next regular Board meeting would materially impair SMSU operations, contractual compliance, student services, fiscal administration, or legal compliance; and be it further

**2. Term of Delegation**

**RESOLVED**, that this delegation shall begin on May 7<sup>th</sup>, 2026 and expire automatically on August 31<sup>st</sup>, 2026, unless sooner revoked by action of the Board of Directors; and be it further

**3. Scope of Delegated Authority**

**RESOLVED**, that during the term stated above, the Executive Committee may take action only on the following categories of matters, provided each matter is time-sensitive and operational in nature:

- a. Routine operational approvals necessary to maintain uninterrupted SMSU business functions during the summer session;
- b. Ratification or approval of administrative actions necessary to meet filing deadlines, compliance deadlines, payroll, benefits, insurance, facilities, maintenance, safety, or vendor continuity obligations;
- c. Approval of routine agreements, amendments, renewals, or expenditures that are within existing Board-approved budget authority and within any contract or expenditure thresholds otherwise permitted under current Board policy;
- d. Emergency or urgent operational actions reasonably necessary to protect life, safety, property, legal compliance, or continuity of essential SMSU services;
- e. Other minor or non-policy actions expressly referred to the Executive Committee by the Board Chair, in consultation with the Executive Director, where delay would be impracticable and the matter is not reserved to the full Board.

#### 4. **Matters Excluded From Delegation**

**RESOLVED**, that this delegation does **not** include authority to take final action on any of the following matters, all of which remain reserved to the full Board of Directors unless otherwise authorized by law:

- a. Adoption, amendment, suspension, or repeal of any Board policy;
- b. Adoption or amendment of the annual operating budget;
- c. Approval of the annual audit or auditor selection, unless already specifically delegated by separate Board action consistent with governing requirements;
- d. Approval of contracts, subleases, obligations, or commitments that exceed existing Board-approved authority or threshold limits;
- e. Amendment of the Bylaws or action affecting Board structure, officer structure, or committee structure;
- f. Approval of loans, indebtedness, guarantees, or other major financial commitments except as separately authorized by Board policy and required approvals;
- g. Any action requiring approval by the University President, CSU, or any other authority unless and until such approval process is satisfied;
- h. Any matter reserved to the full Board under the Education Code, Title 5, the Articles of Incorporation, the Operating Agreement, or the SMSU Bylaws.

#### 5. **Conditions on Use of Delegated Authority**

**RESOLVED**, that the Executive Committee may exercise this delegated authority only if all of the following conditions are met:

- a. The matter cannot reasonably wait until the next regular or special meeting of the Board of Directors;
- b. The matter falls within the scope of this Resolution;
- c. The action is supported by sufficient background information and recommendation from management or appropriate staff;
- d. The action complies with applicable law, Board policy, budget authority, and bylaw limitations;
- e. The action is taken in a manner consistent with open meeting requirements applicable to any committee exercising delegated authority on behalf of the Board.

**6. Reporting and Ratification**

**RESOLVED**, that any action taken by the Executive Committee under this Resolution shall be reported in writing to the Board of Directors at its next regular meeting, entered into the minutes, and presented for ratification if requested by the Chair or by a majority of the Board members present; and be it further

**7. No Expansion of Existing Authority**

**RESOLVED**, that nothing in this Resolution shall be interpreted to expand the authority of the Executive Committee beyond the limited delegation expressly stated herein, nor to diminish the authority of the full Board of Directors over any matter otherwise reserved to it; and be it further

**8. Construction and Compliance**

**RESOLVED**, that this Resolution shall be construed in a manner consistent with the SMSU Bylaws, applicable provisions of the California Education Code, Title 5, the Operating Agreement, and all other applicable CSU requirements; and any action inconsistent with those authorities shall be void to the extent of the inconsistency.

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**CERTIFICATION**

The foregoing resolution was duly adopted by the Santos Manuel Student Union Board of Directors at a duly noticed meeting held on May 6<sup>th</sup>, 2026, by the following vote:

**Yea:** \_\_\_\_\_

**Nay:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Absent:** \_\_\_\_\_

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Chair, SMSU Board of Directors

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Secretary, SMSU Board of Directors



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

**2026-2027 Meeting Dates**

**September 4<sup>th</sup> & 18<sup>th</sup>**

**October 8<sup>th</sup>\* & 23<sup>rd</sup>**

**November 6<sup>th</sup> & 20<sup>th</sup>**

**December 4<sup>th</sup> & 18<sup>th</sup>**

**January 15<sup>th</sup>**

**February 5<sup>th</sup> & 19<sup>th</sup>**

**March 5<sup>th</sup> & 19<sup>th</sup>**

**April 9<sup>th</sup> & April 23<sup>rd</sup>**

**April 30<sup>th</sup> (Annual Meeting)**

**\*Board meeting at PDC from 2:00 – 4:00 p.m.**

Meetings are held twice a month on **Fridays** from **10:00a.m. – 12:00 p.m. or 2:00 – 4:00 p.m.** in the SMSU North Student Chambers (SUN-3305) and Zoom Meeting ID: 85875529320.



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

**Board of Directors Summer Training Schedule:**

<b>Dates:</b>	<b>Session:</b>	<b>Time:</b>	<b>Location:</b>
May 26 <sup>th</sup> & 27 <sup>th</sup>	Board Training (SMSU)	9:00 a.m. – 4:00 p.m.	Student Chambers (SUN-3305)
June 9 <sup>th</sup> & 10 <sup>th</sup>	Joint Board Training (SMSU & ASI)	9:00 a.m. – 4:00 p.m.	Student Chambers (SUN-3305)

**Board Activities:**

<b>Dates:</b>	<b>Activity:</b>	<b>Time:</b>	<b>Location:</b>
July 16 <sup>th</sup>	Board Beach Trip (SMSU & ASI)	All Day	Meet On-Campus (TBA)
July 28 <sup>th</sup> – 30 <sup>th</sup>	Board Camping Retreat (SMSU & ASI)	3 Full Days	Meet On-Campus (Idyllwild, CA)

**Joint Leadership Development Workshops for 2026-2027AY:**

One Friday per month, from 9:30 a.m. – 11:00 a.m., we will host a variety of speakers and interactive workshops covering topics such as:

- Looking ahead: pressing issues and topics at CSUSB for 2026-2027
- Time, Place, and Manner Policy
- Equity and Diversity
- Self-Care/ Wellness Activity
- Student Advocacy and Leadership
- Leadership: Who You Are Matters
- And more