



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Recreation & Wellness Committee
November 1, 2024 | 2:00pm
Zoom: <https://csusb.zoom.us/j/81871829189>**

AGENDA

1. Call to order
2. Roll call
3. Approval of Minutes
 - a. October 4, 2024
4. Open Forum (3 min per speaker)
5. Adoption of Agenda

Old Business

- RW 04/25 Fleet Vehicle Policy & Procedures Proposal (Action, Del Rossi)
- RW 05/25 NIRSA Regional Conference Involvement (Discussion, Morgan)
- RW 6/25 Review annual task list (Discussion, Del Rossi)

New Business

- RW 07/25 2025 RecWell Rates (Revisions) Proposal (Action, Del Rossi)
- RW 08/25 SRWC Gymnasium, Room 203 and 205 Wood Floor Refinish Proposal (Action, Kinnally)
- RW 09/25 Review of Q1 Financials (Discussion, Del Rossi)
- RW 10/25 Single Use Plastic Policy and Procedures Proposal (Discussion, Oswood)

Announcements

Adjournment



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Recreation & Wellness Committee
October 4, 2024 | 2:00pm
<https://csusb.zoom.us/j/81871829189>

MINUTES

Members Present: Vilayat Del Rossi, Sarah Dunn, Trent Morgan, Jerrod Robinson, Cintiantl Rangel-Canseco, Sai Vara Prasad Bhaskarla, Trinity Rangel, Natalya Marsh

Members Absent: Tayonna Hargrove

Staff Present: Josie Delgado, Elizabeth Junker, Sonia Martinez, Mark Oswood

Call to Order: The meeting was called to order at 2:03 pm.

Roll Call: A verbal roll call of members was conducted.

Approval of Minutes:
M/S Rangel-Canseco/ Morgan motion to approve April 30, 2024 minutes.
Motion passed.

Open Forum:
No comments.

Adoption of Agenda:
M/S Morgan/Rangel-Conseco motion to adopt the agenda.
Motion passed.

NEW BUSINESS

RW 01/25 Election of Committee Chair (Action, Del Rossi)

M/S Rangel-Canseco/Prasad Bhaskarla motion to open RW 01/25 Election of Committee Chair.

Ms. Rangel-Canseco deferred to Director Del Rossi. Vilayat provided the committee with an overview of the committee chair expectations which entails representing the Recreation and Wellness Committee at the board meetings which are held once a month on Wednesdays at 4:00pm. Any approved proposals

will be presented by the chair of the committee along with the staff who initiated the proposal to the board of directors. Cintiantl Rangel-Canseco self-nominated for the Chair position.

M/S Prasad Bhaskarla/Marsh motion to appoint Cintiantl Rangel-Canseco as the Chair of the Recreation and Wellness Committee for the 24-25 AY.

VOTE: 6 In-Favor 1 Abstain 0 Opposed

Motion passed.

Dr. Dunn arrived to the meeting.

RW 02/25 Adventure Shop Proposal (Action, Kinnally/Oswood)

M/S Rangel-Canseco/Marsh motion to open RW 02/25 Adventure Shop Proposal.

Chair Rangel-Canseco deferred floor to speakers. Mr. Oswood provided an overview of the proposal. The goal is to have more visibility for the adventure program. The quote includes furnishings from Tangram. It will take approximately 12 weeks to install. A discussion ensued by the board regarding the details of the purchase. The committee agreed to strike the office chair, desk, table in the back room if the board deems it appropriate to cut costs.

M/S Rangel-Canseco/Prasad Bhaskarla motion to approve RW 02/25 Adventure Shop Proposal.

VOTE: 7 In-Favor 1 Abstain 0 Opposed

Motion passed.

RW 03/25 Pool Lane Line Proposal (Action, Kinnally)

M/S Prasad Bhaskarla/Dunn motion to open RW 03/25 Pool Lane Line Proposal.

Director Del Rossi provided an overview of the Pool Lane Line Proposal on behalf of Mr. Kinnally. Mr. Del Rossi informed the committee that the campus pool is state owned. The cost of repairing the lane lines will be divided amongst Kinesiology, Facilities, and Recreation & Wellness Center. The equipment's lifespan should last approximately ten to fifteen years.

M/S Morgan/Rangel-Canseco motion to revise the current chartfield string 660061-FFD01-B0525 on proposal. The committee would like to pull the funds from the following local reserve account 660876-RO001-S7100.

Motion passed.

M/S Morgan/Marsh motion to approve RW 03/25 Pool Lane Line Proposal as amended.

VOTE: 7 In-Favor 1 Abstain 0 Opposed

Motion passed.

M/S Rangel-Canseco/Morgan motion to extend meeting by 20 minutes to address remainder of agenda items.

VOTE: 3 In-Favor 2 Abstain 3 Opposed
Motion rejected.

M/S Rangel-Canseco/Morgan to table RW 04/25, RW 05/25, RW 06/25
Motion passed.

RW 04/25 Fleet Vehicle Policy and Procedures Proposal (Action, Kinnally/Ureste)

RW 05/25 NIRSA Regional Conference Involvement (Discussion, Morgan)

RW 06/25 Review annual task list (Discussion, Del Rossi)

Announcements/Program Updates

- No announcements.

Adjournment

M/S Prasad Bhaskarla/Morgan to adjourn the meeting. The meeting was adjourned at 3:02 pm.

Reviewed and Respectfully Submitted by:

Cintiantl Rangel-Canseco, Committee Chair

Date

Student Recreation & Wellness Center (SRWC) Use of Fleet & Personal Vehicle Policy and Procedures Proposal

10/4/24

Santos Manuel Student Union Board of Directors

Proposed by: Rec Well Committee Chair, Sean Kinnally, Associate Director of Operations

Proposal:

The purpose of this proposal is to outline the policies and procedures governing the use of University and Santos Manuel Student Union (SMSU) vehicles by employees and volunteers in the Recreation & Wellness Department. This policy applies to all state vehicles issued to university departments, university-owned carts, rental vehicles, and purchased university vehicles. It encompasses Class C vehicles (rented or university-owned), Class B vehicles (rented, university-owned, or personal vehicles used for state or SMSU business), and all drivers, including employees and volunteers, must complete training requirements to use vehicles for our department.

Rational

Safety: The primary goal of this policy is to provide and maintain a safe working environment for employees, volunteers, and the public. Recreation & Wellness is dedicated to fostering safety awareness and responsible driving behavior among those authorized to operate University vehicles.

Training and Awareness: The policy aims to promote a higher level of safety awareness through training. Employees and volunteers will receive training on responsible vehicle operation to prevent accidents, personal injury, and property loss.

Compliance: Strict adherence to the policy is required. Unlicensed or minor individuals are prohibited from operating any University or SMSU-owned, leased, or rented vehicles. Only those who meet the defined criteria are permitted to drive these vehicles by fulfilling the five requirements for van operation or the three requirements for golf cart operation.

Timeline:

A partial implementation has already been completed for safety, following management recommendations. Full implementation will occur after final approval from the Board of Directors.

Attachment A: Policy Draft

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

OPERATIONS POLICY

SUBJECT: Use of Fleet and Personal Vehicle Policy

REFERENCE: xxxxxxxxxxxx

Santos Manuel Student Union (SMSU) employees and volunteers operating University vehicles must adhere to this policy. It applies to all university-owned, SMSU-owned, or rental vehicles, including Class C and Class B vehicles, as well as personal vehicles used for University or SMSU business.

Policy:

The policy aims to provide and maintain a safe working environment for employees, volunteers, and the citizens of the community where we conduct business.

SMSU considers the use of automobiles, electric golf carts, and utility vehicles as part of the working environment. We are committed to promoting and training a heightened level of safety awareness and responsible driving behavior in our employees and volunteers. Our efforts and the commitment of employees and volunteers will prevent vehicle accidents and reduce personal injury and property loss claims.

Under no circumstances is an unlicensed or minor individual permitted to operate a university or SMSU owned, leased, or rented vehicle. Only university employees and volunteers may drive university vehicles. This program requires the full cooperation of each driver to operate their vehicle safely and adhere to the responsibilities outline in this policy.

Basic Class C Vehicles - rental or campus-owned:

- A Class C vehicle is defined as
 - o Any 2-axle vehicle with a GVWR of 26,000 pounds or less, or
 - o Any 3-axle vehicle weighing 6,000 pounds or less.
 - o Vanpool vehicle designed to carry more than 10 persons, but no more than 15 persons including the driver.

Commercial Class B Vehicles - rented or campus-owned:

- A Class B vehicle is defined as
 - o A single vehicle with a GVWR of more than 26,000 lbs.
 - o A 3-axle vehicle weighing over 6,000 lbs.
 - o A bus (except a trailer bus), with endorsement.

California Vehicle Code section 233 (a) states that any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver, is a bus.

- Drivers of Class B vehicles must be compliant with all aspects of the campus Class B program, in addition to possessing a valid CSUSB Defensive Driving Training card from Parking Services, a valid California Class B Driver's License, and an acceptable driver record.
- The Class B program applies to all Class B vehicles used for CSUSB business - whether state-owned, rented, or otherwise.

Carts – university or SMSU owned:

- Carts are defined as vehicles powered by electricity, gasoline, or diesel and are not legal to drive on public roads. Carts, and their purchase and use, fall under the Vehicle Use Policy.
- Carts may not be driven on public roads, but may be driven on campus roadways. Carts are not to be driven on some campus walkways. Campus maps which indicate where carts can be driven are available from the Facilities Management, Public Safety, Parking Services, and Facilities Planning, Design and Construction departments.
- Operators of carts must possess a valid CSUSB Defensive Driving Training card from Parking Services, a valid California Driver's License, and an acceptable driver record.
- Cart purchases follow the same procedures as other vehicles: provide the Facilities Management Director and Certificate in Motor Vehicle Injuries with a 14-day written notification/intent to purchase a vehicle, obtain written approval from the Facilities Management Director and the (CMVI) Certificate in Motor Vehicle Injuries; and become aware of applicable regulations and California environmental goals.
- Carts must be maintained on a regular basis. This can be done by Facilities Management on a chargeback basis or by an outside vendor with approval from Facilities Management. All receipts for outsourced repairs need to be forwarded to the (CMVI) Certificate in Motor Vehicle Injuries so that vehicle records can be updated. For vehicle/cart maintenance, please submit work orders to the fleet vehicle administrators: Alicia Ureste (aureste@csusb.edu), RecWell Operations Coordinator or Sean Kinnally (sean.kinnally@csusb.edu), RecWell Associate Director or Operations. Upon receiving your request, we will initiate a work order for the maintenance.
- Drivers and departments are responsible for forwarding vehicle records to the CMVI in compliance with various state and other regulatory authorities, including Trip/Daily

Operator Checklists and vehicle inspections. [Golf Cart Procedures Daily Checks](#) |
[Recreation Wellness Center | CSUSB](#)

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Driving a personal vehicle on state or SMSU business:

- Employees driving their personal vehicle on university business must possess a valid CSUSB Defensive Driving Training card from Parking Services, a valid Driver's License, and an acceptable driver record.
- Additionally, the employee must have a current "Authorization to Use Privately Owned Vehicles" form (STD 261) on file with their department. The form is available from the Risk Management website. Please contact Risk Management for updated information about the form and related procedures.
- Campus accident guidelines also apply to personal vehicles used on state business. Drivers must report accident involvement or vehicle damage on the Vehicle Accident Report (STD270) form within 48 hours to the Office of Risk Management. This form is available from the Risk Management website.
- [Vehicle Accident Information Card \(STD 269\)](#)
- [Vehicle Accident Report \(STD 270\)](#)
- [State Driver Accident Review \(STD 274\)](#)

Safe Operation

In this SMSU policy, each vehicle driver must possess a valid CSUSB (California State University, San Bernardino) Defensive Driving Training card (Driver's Education Training card), from Parking Services. A valid California Driver's License, and an acceptable driver record (including campus issued vehicles and personal vehicles used for state, SMSU, or foundation business). Each employee and volunteer must satisfactorily complete a CSU approved defensive driving course and maintain a good driving record. For those who drive on university, SMSU, or state business, they must complete defensive driving training every 4 years.

If a person has not completed such a course, a non-renewable, temporary permit to drive to a university, private or personal vehicle may be issued. This permit is valid only until defensive driving training can be scheduled, but no more than 90 days (about 3 months) after issuance of the permit. Fleet vehicle administrators are the only ones that can authorize and provide temporary permit.

Effective October 1st, 2024, Anyone Driving a Recreation & Wellness vehicle must:

Complete all the trainings below:

Outline Checklist requirements:

1. Complete Campus Defensive Driving Course
2. Signed State Volunteer Form
3. Complete the online Fleet Vehicle Course
4. Complete Fleet Vehicle Course Exam
5. Driving Test

Golf Cart Checklist requirement:

1. Complete Campus Defensive Driving Course
2. Signed State Volunteer Form
3. Golf cart driving test

When considering a 12-passenger van, both loading a roof rack and towing a trailer can pose risks to vehicle stability and control. However, the risks associated with a roof rack are more significant. Due to these risks, Recreation & Wellness will not use roof racks on 12-passenger vans. Instead, we will exclusively use trailers for transporting gear or other items. Towing a trailer provides a more comfortable, secure, and durable option.

Authorization

SMSU employees and volunteers must also sign a certificate required before an employee or volunteer is authorized to drive a university vehicle, cart, or private vehicle on university or state business. This certificate shall be signed each time the employee / volunteers accepts the keys to a university vehicle from the vehicle fleet administrators.

Sample:

“I am in possession of a valid California or other State driver license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve-month period”

Signed: -----

This will be added to the Vehicle Procedures Daily Checks

I hold a valid driver's license from California. I confirm that in the past twelve months, I have not received more than three moving violations, been responsible for more than three accidents, or had a combination of more than three violations and accidents.

Additionally, I have successfully completed the required checklist to drive state vehicles, which includes:

Completing the Campus Defensive Driving Course

Signing the State Volunteer Form

Completing the online Fleet Vehicle Course

Passing the Fleet Vehicle Course Exam

Passing the Driving Test.

Sign_____

Safety Commitment

The goal is to provide and maintain a safe working environment to protect our employees, volunteers, and the citizens of the community- based business from injury and property loss. The University and the Recreation and Wellness, consider the use of automobiles, electric golf carts, and utility vehicles as part of our working environment.

SMSU is committed to promoting and training a heightened level of safety awareness and responsible driving behavior in its employees and volunteers. Our efforts and the commitment of employees and volunteers will prevent vehicle collisions and reduce personal injury and property loss claims. The fleet vehicle administrators will conduct random checks and safety audits to ensure compliance with safety protocols and standards.

SMSU is responsible for managing and enforcing this policy, including:

- Implementing and overseeing the Fleet Safety Program.
- Ensuring all employees and volunteers who operate university vehicles meet the program's requirements.

Repercussions for Non-Compliance and Accidents

If a driver is involved in an accident on university, SMSU, or state business, including fleet vehicle or private vehicle, the following repercussions will apply:

- **Immediate Suspension:** Any driver involved in an accident will be immediately suspended from driving duties pending a review of the accident's specifics. Any exceptions must have prior approval of the Director or designee.
- **At-Fault Accidents:** If the driver is found to be at fault for the accident, a minimum suspension of 6 months from driving CSUSB fleet vehicles will be enforced.
- **Approval Review:** Prior to reinstatement of driving privileges, the at-fault driver will be subject to complete all training again. Subject to CA Pull Program to review points on license before driving privileges are reinstated.

Driver Responsibilities

Safe Driving Practices: Always prioritize safe driving habits. The Smith System is a recommended approach that emphasizes five key principles:

1. **Aim High in Steering:** Focus your vision far ahead for better hazard anticipation.
2. **Get the Big Picture:** Be aware of everything around your vehicle, including blind spots and potential hazards.
3. **Keep Your Eyes Moving:** Regularly scan your surroundings to stay alert and avoid fixation.
4. **Give Yourself an Escape Route:** Keep a safe distance between your vehicle and the one ahead to allow room for unexpected situations.
5. **Ensure You're Visible:** Clearly signal your intentions to other drivers by using turn signals and making eye contact.

Smart Parking: Whenever possible, park in a way that allows you to pull straight in and avoid backing up. This minimizes blind spots and the risk of collisions. Vans are too large to fit in parking garages. To prevent property damage, please note that vans are not permitted in any parking garages.

Backing Up Safely: If backing up is necessary:

- Use a short honk to get attention, but do not rely solely on it.

- Back up slowly and cautiously.
- If your view is obstructed, get out and check your surroundings before proceeding. Remember, "If you don't know, you don't go!"
- Use a guide when available

Seat Belt Policy: Seat belts are mandatory for the driver and all passengers in any vehicle used for university business.

Vehicle Inspections: Always inspect the vehicle before each use and ensure the trip log is current. Complete the pre-trip vehicle inspection form and, upon return, submit both the pre-trip and post-trip inspection reports via online portal

No Drinking and Driving: California State Universities (CSUs) prohibit drinking and driving on campus grounds and in state vehicles.

Required Documentation:

- **Trip Documentation:** All drivers of department vehicles must complete a Travel Log (Form STD 273) regardless of the trip's length.
- **Exceptions:** This requirement does not apply to private vehicles used for official business, motorcycles, golf carts, large trucks (over one ton), or heavy equipment used solely on campus grounds.
- **Vehicle Procedures Daily Checklist:** Before driving a department owned, leased or rented vehicle complete the [Vehicle Procedures Daily Checklist](#). Only one checklist per day unless vehicle condition changes.

What to Do in Case of an Accident or Theft to Vehicle:

1. **Call 911:** Immediately call 911 to report the emergency. Also notify CSUSB campus police at (909) 537-5165.
2. **Gather Information:** Get the names, addresses, driver's license numbers, insurance details (company and policy number) of everyone involved in the accident. Also, record the names and addresses of any injured people and witnesses. Take pictures of the scene and document everything on the Accident Report Form provided. **Important:** Do not discuss who is at fault or sign anything except for authorized representatives:
 - CSUSB Recreation & Wellness
 - Police Officer
 - CSUSB Representative

3. **Contact Us:** Immediately notify Vilayat Del Rossi (562-477-4657), Director Recreation & Wellness Department; Mark Oswood (909-496-2123), Adventures Coordinator; Sean Kinnally (951) 210-0491, Associate Director of Operations; or Alicia Ureste (714-330-8813), Operations Coordinator.
4. **Accident Documentation:** Following an accident, please complete the accident report form in its entirety. File a detailed report of the accident using the designated form(s). If a police report is filed, submit a copy along with a brief memo outlining any additional details to Recreation & Wellness. Forms 269, 270 and 274 need to be completed within 48 hours (about 2 days) of the accident and submitted to Risk Management. [Vehicle Accident Information Card \(STD 269\)](#), [Vehicle Accident Report \(STD 270\)](#) , [State Driver Accident Review \(STD 274\)](#)
5. **Accident Reporting Kits:** All CSUSB vehicles should have an accident reporting kit in the glove box. It should contain an accident report form STD 269, a pen or pencil, and a disposable camera.
6. **Vehicle Repairs:** The SMSU's insurance company, Alliant, will contact Recreation & Wellness to arrange vehicle repairs. **Do not** get repairs started before receiving authorization from Alliant.

Injury/Incident Reporting Forms:

Vehicles

- Form: [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#)
- Form: [Vehicle Accident Information Card \(STD 269\)](#)
- Form: [Vehicle Accident Report \(STD 270\)](#)
- Form: [State Driver Accident Review \(STD 274\)](#)
- Resource: [CSU Vehicle Use Guidelines](#)
- Resource: [Instructions on Completing Vehicle Accident Reporting Forms](#)

Vehicle Check out process:

Complete the Van Check-Out Form on Recreation & Wellness Website

- Link: <https://www.csusb.edu/recreation-wellness/employee-resources/van-online-checkout-request>

Vehicle Cleaning:

- All vehicles must be thoroughly cleaned, inside and outside regularly.
- Remove all trash from the vehicle.
- Vacuum the interior to maintain a professional appearance weekly.
- Vans will be washed off campus at Kendall Car Wash every other week.
 - o **Address:** 894 Kendall Dr, San Bernardino, CA 92407

- **Prohibited:** Vans are not allowed to be washed at any other car washes that the one listed above without prior approval from fleet vehicle administrators.

Parking: Vehicles should be parked overnight in lot A in section A-4, near the police department. This promotes efficient organization and vehicle retrieval.

Vehicle Procedures Daily Checks: Complete form before starting and ending each trip, and before returning the keys.

<https://www.csusb.edu/recreation-wellness/employee-resources/vehicle-procedures-daily-checks>

Check-Out Keys: At the front desk with membership staff. The person taking the keys will sign the waiver when checking them out in Fusion.

Return Keys: If the facility is closed, return the keys to the key drop-off box at the front desk. If the facility is open, please check the keys back in with membership staff, and the OM will return them to the key box.

Inspection Schedule: A comprehensive inspection of all vans will be conducted every Tuesday. Photographic documentation will be captured during each inspection to create a detailed record of the vehicle's condition.

Tire Pressure: The NHTSA suggests rear tire pressure of 80 psi for 12-passenger vans, while front tires should be at 45-55 psi. However, ideal tire pressure can vary by vehicle. Consult your owner's manual or tire placard for specific recommendations.

Driver Hours of Service:

- CSUSB employees and volunteers are allowed to drive a maximum of eight consecutive hours.

- A mandatory eight-hour rest period is required before resuming driving duties.

Driver Relief:

- Following eight hours of driving, a rested driver must replace the current driver.

Driver Safety:

- Safe operation of a motor vehicle requires constant vigilance. Drivers must prioritize alertness to prevent accidents caused by fatigue.
- Drowsy driving is equivalent to driving under the influence of drugs or alcohol. The Centers for Disease Control and Prevention (CDC) reports that eighteen hours of sleep deprivation equates to a Blood Alcohol Content (BAC) of .05%.

Driving Restrictions:

- For safety reasons, CSUSB employees and volunteers cannot plan to drive between 10:00 PM and 6:00 AM. All travel should be planned outside of these hours.
- Direct supervisor approval must be obtained to continue to travel between 10pm-12:00am
- No travel is permitted between 12:00am-6am without explicit approval from the Director of Recreation & Wellness or designee.
- No towing of other motorized vehicles.
- No unauthorized transportation of flammable liquids / gases.
- Use of mobile phones while driving (passenger may assist)
- Do not transport unknow passengers.

Preventative Maintenance:

- The minimum preventative maintenance inspection service schedule will ensure campus - owned vehicles are operationally safe, cost effective to operate, and comply with warranty requirements.
- Every 6 months or 4,000 miles, whichever comes first: Change oil and oil filter; check steering gear; lubricate chassis; inspect air cleaner, differential, batteries, master cylinder, transmission, radiator and tires; and top off low fluid levels.
- Every 12 months or 12,000 miles, whichever comes first: Includes all 4,000-mile work plus the following: inspect (clean and replace as necessary) air cleaner, fuel filter, brakes, belts, exhaust system, fuel system, cooling system, suspension system, emission system, U-joint, wheels and tires, ignition, throttle body, engine and engine mountings, rear axle, under vehicle for signs of leakage, and all lights, instruments and gauges. This service also includes a road test for performance, general operation, and unusual noises.

- Automotive Maintenance will schedule the 6 months/4,000 miles and 12 months/12,000 miles service and inspection and notify the department in advance. Departments with university-owned vehicles are responsible for notifying Automotive Maintenance if the mileage reaches 4,000 before the 6-month maintenance period ends and 12,000 miles before the 12-month period ends. Departments are also responsible for scheduling additional preventative maintenance services called for in the vehicle Owner's Manual, if any.
- Electric vehicle battery levels shall be inspected monthly. Vehicle operators are responsible for ensuring the battery water levels are checked monthly and may request assistance from the Automotive Maintenance department at no charge.

Reservation Procedure:

- 1) Adobe Request form to sean.kinnally@csusb.edu, josie.delgado@csusb.edu and aureste@csusb.edu . Reservations will be made through our website for Fusion requests.
- 2.) Upon approval directions for pick up and usage instructions will be emailed to the requestor.

Policy Review:

This policy will be reviewed bi-annually to ensure continued accountability and alignment with CSUSB organizational safety standards. Regular reviews will be incorporated into the organization's broader policy revision process throughout the year.

APPENDIX A: Self Insurance Program

SAM - INSURANCE SURETY BONDS

MOTOR VEHICLE LIABILITY SELF w INSURANCE PROGRAM (Revised 3/14)

The **ORIM** administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-insured liability coverage for the state, 2420 agencies, and employees who operate covered self-propelled land vehicles on state business (California Vehicle Code Sections 17000 and 17001). Effective January 1, 2004, liability coverage is limited to \$1 million per occurrence/accident when the state vehicle is operated by a non-salaried employee (i.e. student assistant, volunteer, etc.) on state business. The driver's employing department/agency will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million. With the exception of peace officers as defined in **Insurance Code Section 557.5**, the VELSIP provides excess liability coverage for state employees on state business while driving non-state vehicles, but only after the vehicle owner's liability policy limits have been paid. The VELSIP does not provide coverage for injury to state employees nor for damage to state vehicles. Employee injuries are handled through Workers' Compensation coverage. Damage to state vehicles are handled through the budget of the owning state agency.

Rev.425

STATE ADMINISTRATIVE MANUAL

MANAGEMENT MEMO	NUMBER: 24-01	
	EFFECTIVE DATE: JULY 1, 2024	
SUBJECT: STATE MOTOR VEHICLE INSURANCE ACCOUNT 2024-25 FISCAL YEAR ASSESSMENT		
ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES	EXPIRES: END OF FISCAL YEAR	SUPERSEDES: 23-01 i

Purpose

To provide state agencies information on their State Motor Vehicle Insurance Account (SMVIA) assessment for the 2024-25 Fiscal Year {FY}.

Authority

Government Code Sections 11290 (a), 16378, 16379

State Administrative Manual (SAM) 2420, 0751, 0752, 0753, 2430, 4122

Definitions

None.

Policy

Pursuant to SAM Section 2420, the Department of General Services (DGS) administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-Insured liability coverage for the state, agencies, and employees who operate covered self-propelled land vehicles on state business.

Background

DGS administers the SMVIA which is funded through assessments charged to state agencies that utilize vehicles/equipment for their operations. SMVIA funds are utilized to pay claims for damages as a result of the ownership or operation of motor vehicles used in the course and scope of state employment. The assessment reflects the projected amount to be expended to pay claim settlements and administrative expenses such as adjusting and defense costs. Rising costs for medical and legal services as well as higher settlements and verdicts are reflected in the assessments.

The 2024-25 FY assessment calculations are based on each state agency's claim experience for the last five calendar years ending December 31, 2023.

State agencies that own more than 300 vehicles are rated on their own claims experience; State agencies with fewer than 300 vehicles are generally grouped together in an "All Other Departments" and experience rated as though they were one entity.

Appendix A reflects the 2024-25 FY assessments for 24 separately rated departments and the All Other Departments.

The assessment for the All Other Departments category will be distributed to departments in this group on a per vehicle basis using the reported vehicle inventory as of December 31, 2023, from the DGS Office of Fleet and Asset Management. For FY 2024/25, the average rate for this group is calculated at \$836 per vehicle.

Responsibilities

State agencies can help minimize and/or reduce losses by following state policies and recommended practices on vehicle use and operator requirements:

Driver's License and Record Verification (SAM section 0751)

Employees who operate vehicles on official business must have a valid driver's license and a good driving record.

OMV- Employer Pull Notice Program (SAM section 0751)

Agencies shall participate in the Department of Motor Vehicles (OMV) "Pull Notice Program" if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers' licenses with special certificates.

Authorized Driver's

- State employees, 18 years of age or older, with a valid driver's license, insurance, and a good driving record.
- Students and volunteers operating vehicles on official State business.

Vehicle Telematics (SAM section 4122)

Global Positioning Satellite (GPS) telematics devices provide information which is vital for proper fleet management and driver safety. Telematics devices enable efficient fleet management by providing real time vehicle usage data such as miles traveled, fuel consumption, electric vehicle charging and potential cost savings opportunities.

Defensive Driver Training (SAM sections 0751 and 0752)

Employees who operate vehicles on official business shall attend and successfully complete an approved DGS defensive driver training (DDT) course at least every four years. Due to a reorganization in 2023-24, DGS removed DDT from the MVIA. Departments are issued a separate assessment for this service.

Use of Private Vehicles on State Business (SAM section [0753](#))

Employees operating their private vehicle on official business must complete a STD. 261, Authorization to Use Privately Owned Vehicles on State Business. This form certifies liability insurance for the minimum financial responsibility limits as set forth in statute. The following minimum amounts of auto liability insurance coverage are required by California state law:

- \$ 15,000 for personal injury to, or death of, one person
 - \$ 30,000 for personal injury to two or more persons in one accident, and
 - \$ 5,000 for property damage
-
- Additionally, the employee certifies the vehicle is adequate for the work, equipped with operating safety belts and is in safe mechanical condition.

Reporting Accidents (SAM section [2430](#))

Report all vehicle accidents within 2 business days to the Office of Risk & Insurance Management (ORIM) using the STD. 270, Vehicle Accident Report form.

Resources

- [STD 270 - Vehicle Accident Report form](#)
- [DMV Employer Pull Notice Program](#)
- [ORIM Motor Vehicle Claims Unit website](#)
- [Defensive Driver Training](#)

Contact Information

Questions concerning the **State Motor Vehicle Insurance Account 2024-25 Fiscal Year Assessment** should be directed to:

Kevin
Tateyama
Administrative
Unit
Telephone:
(279) 946-
8143
Email: orimadmin@dgs.ca.gov

Approval

Ana M. Lasso,
Director
Department of
General Services

APPENDIX A

Department	2024-25 Assessment	2023-24 Assessment
Cal Fire	\$3,432,299	\$3,013,425
Conservation Corps	\$191,305	\$85,913
Consumer Affairs	\$570,470	\$571,241
Corrections	\$5,818,163	\$3,696,264
Developmental Services	\$16,612	\$15,433
District Ag Associations	\$74,820	\$44,808
Employment Development Dept.	\$291,798	\$244,265
Emergency Services	\$595,944	\$1,027,876
Fish and Wildlife	\$1,083,802	\$564,476
Food & Agriculture	\$555,323	\$691,849
General Services	\$6,612,944	\$5,380,098
Highway Patrol	\$23,306,941	\$16,898,331
Insurance	\$141,524	\$47,804
Judicial Council	\$82,549	\$32,389
Justice	\$157,876	\$137,609
Lottery	\$186,250	\$147,197
Motor Vehicles	\$388,103	\$326,861

Parks & Rec	\$3,277,780	\$1,654,928
Prison Industry Auth.	\$38,559	\$24,068
State Hospitals	\$56,534	\$38,918
State University	\$4,024,469	\$2,641,852
Transportation	\$20,147,955	\$16,333,434
Veterans	\$2,536	\$14,158
Water Resources	\$437,358	\$329,342
All Other Departments	\$1,362,620	\$531,337
Total	\$72,854,534	\$54,493,876

*District Agricultural Association group includes California Exposition.

**Per Vehicle charge is \$836

***Total includes expected claims to be paid, administrative

APPENDIX B: Referenced Forms

1. **Operator Checklists and vehicle inspections:** <https://www.csusb.edu/recreation-wellness/employee-resources/vehicle-procedures-daily-checks>
2. **CSUSB Defensive Driving Course:** <https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>
3. **Injury/Incident Reporting Forms:**
4. **Form: [Accident Report \(Other than Motor Vehicle, STD 268\)](#)**
5. **Form: [Supervisor's First Report of Incident \(Step 1 of 2\)](#)**
6. **Form: [Supervisor's Incident Report \(Step 2 of 2\)](#)**
7. **Form: [Workers' Compensation Claim Form \(DWC-1\) & Notice of Potential Eligibility](#)**
8. **Resource: [How to Submit the Supervisor's First Report](#)**
9. **Resource: [How to Submit the Incident Report](#)**

Vehicles

10. **Form: [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#)**
11. **Form: [Vehicle Accident Information Card \(STD 269\)](#)**
12. **Form: [Vehicle Accident Report \(STD 270\)](#)**
13. **Form: [State Driver Accident Review \(STD 274\)](#)**
14. **Resource: [CSU Vehicle Use Guidelines](#)**
15. **Resource: [Instructions on Completing Vehicle Accident Reporting Forms](#)**

APPENDIX C: CSUSB Risk Management Pamphlet on Vehicle Accidents

{INSERT CAMPUS PAMPHLET HERE}

RecWell Committee

2024-25 Spring Task List (tentative)

September

- Selection of Committee Chair
- Fleet Vehicle Risk Management Program Review
- Adventure Shop Funding Proposal
- NIRSA Regional Conference (11/4-11/6; Las Vegas) Participation – 1 slot open for committee member
- Discuss other tasks and initiatives that are currently not on the list

October

- RecWell Program, Services, Facility Rates Revisions
- Single Use Plastic Policy and Procedure Proposal
- Review of Q1 financials

November

- Wood Resurfacing, restriping, and resealing Project
- Review of Sport Club Manual
- Update on Student Activities Building for PDC; Begin to discuss program plan

December

- NIRSA Regional Conference Recap and debrief
- IHRSA Trade Show Visit Discussion (3/14-3/16; Las Vegas)
- LCC Windscreen Replacement Project

February

- Review of Ad Hoc projects and/or purchases
- PDC Needs Assessment Review
- PDC Student Activities Building Report
- Review of Q2 financials

March

- RecWell 2023-24 Budget Review
- Review of Ad Hoc projects and/or purchases
- PDC Student Activities Building Report
- Legacy Project Discussion

April

- RecWell 2023-24 Operating Calendar Review
- Review of Ad Hoc projects and/or purchases
- Legacy Project Action
- Review of Q3 financials

2025 Recreation & Wellness Rates Proposal

November 1, 2024

Santos Manuel Student Union Board of Directors

Proposed by: Cintiantl Rangel-Canseco, Recreation & Wellness Committee Chair and Vilayat Del Rossi, Director, Recreation & Wellness Department

Background:

The Recreation & Wellness Department (RW) provides a variety of diverse and innovative recreation and well-being related programs, services, activities, and facilities. Many of the programs, services, activities, and facilities are provided to enrolled students at no additional cost. However, some items (eg-outdoor rental equipment, personal training, etc.) are provided to enrolled students at a nominal rate. These rates are also assessed to campus faculty/staff and off-campus entities, at a higher rate than the student rate.

Proposal

This proposal is to request adjustments to our current rates. This year's revised rate recommendations are for rates that have not been revised for at least two years. All proposed adjusted rates are highlighted with a ~~strikethrough~~ and the new rate next to it.

Rationale

The following rationale is provided in support of these rate adjustments:

- To ensure that the department adjusts rates to keep pace with inflation, and minimum wage increases. This revised proposal is specifically due to the expected minimum wage increase in January and to adjust for HEPI increases with non-student rates.
- It provides a commitment to small incremental price increases to our campus community, while adjusting for off-campus entities while still being very competitive in the market.
- Recommended rate revisions this year are as follows:
 - *Increase all staffing hourly rate due to mimum wage increase*
 - *Increase in Personal Training Rates, which have not increased since we have come back from the pandemic*
 - *Remove 10% discount for groups more than 60 people. We prefer groups less than 60 and don't want to incentivize larger groups.*

Budget Impact

Based on current utilization rates, the total fiscal impact of these rate adjustments will result in an approximate increase of annual gross revenue of ~\$5,000 which is also offset by increased expenses (eg inflation, wages, utilities, etc.).

Timeline

Upon approval, all rates will be effective January 1st, 2025.

Attachments

1. Rates

Facility Rental & Staffing Rates *per hour					
sq. ft.	Occupancy	Room	Students	Department	Off-Campus
8,900	178	Main Weight Room	\$0	\$165	\$290
5,400	100	Outdoor Training Complex	\$0	\$66	\$95
5,600	113	MAC Gymnasium	\$0	\$83	\$110
1,550	31	Group Exercise Room 205	\$0	\$50	\$70
1,129	23	Group Exercise Room 203	\$0	\$44	\$60
612	20	Rock Wall	\$0	\$44	\$60
23,191	465	Building Buyout	\$0	\$460	\$675
	Operations Manager		17 \$19	17 \$19	\$38 \$40
	Ropes Staff		\$17.5 \$19.50	19.5 \$21.50	\$38 \$42.00
	Personal Trainer		\$18.50 \$20.50	\$20.50 \$22.50	\$41.00 \$43.00
	Group Exercise Instructor		\$18.50 \$20.50	\$20.50 \$22.50	\$41.00 \$43.00
	Lifeguard		\$17.5 \$19.50	\$20.50 \$22.50	\$39.00 \$41.00
	Specialty Instructor		\$19.50 \$21.50	\$21.50 \$23.50	\$43.00 \$45.00
	Intramural Official		\$17.5 \$19.50	\$19.00 \$21.00	\$38 \$40
	Intramural Supervisor		\$17.5 \$19.50	19.5 \$21.50	\$39.00 \$41.00

**Minimum of 3 hours of staffing is required for most reservations that require staffing*

***Required staffing ratios are dependent on the type of activity and location*

RecWell Membership Rates

	Students	Associate	Affiliate	Community
Annual		\$235 7% higher than student rate	\$280 12% higher than student rate	
Semester	\$91.66 Equivalent to current semester SMSU/RecWell Fee	\$100 10% higher than student rate	\$115 15% higher than student rate	
Monthly				
Daily		\$7	\$10	\$5(Aquatics Only)
Summer	* \$46 Equivalent to current semester SMSU/RecWell Fee	\$60 15% higher than student rate	\$80 20% higher than student rate	
Summer Aquatic Individual Pass	\$10	\$15	\$20	\$30
Summer Aquatic Family Pass	\$20 up to 4 members, \$5 for each additional member	\$25 up to 4 members, \$7 for each additional member	\$35 up to 4 members, 10 for each additional member	\$65 up to 4 members, \$15 each additional member
<i>*Prorated at the midpoint of the summer academic session at 1/2 the summer rate price</i>				
Student Membership Defined	Extd. Ed., Cross-enrolled, continuing, non-summer student			
Associate Membership Defined	Faculty, Staff and Alumni Association members			
Affiliate Membership Defined	Add on membership to previous categories			

Fitness Program Rates			
	Students	Associate	Affiliate
PERSONAL TRAINING			
1 on 1 Training:			
1 Session	\$22\$25	\$24\$26	\$25\$27
5 Sessions	\$100\$115	\$110\$125	\$115\$130
10 Sessions	\$180\$210	\$200\$230	\$210\$240
BUDDY TRAINING (2):			
1 Session	\$28\$30	\$30\$32	\$31\$33
5 Sessions	\$130\$135	\$140\$145	\$145\$150
10 Sessions	\$240\$250	\$260\$270	\$270\$280
FITNESS PROGRAM DESIGN			
4-Week Program	\$40.00	\$50.00	\$60.00
6-Week Program	\$50.00	\$60.00	\$70.00
8-Week Program	\$65.00	\$75.00	\$85.00
INSTRUCTIONAL PROGRAMS*			
Martial Arts:			
Two Classes/wk (2hrs.)	\$30.00	\$35.00	\$40.00
Dance:			
One Class/Week	\$20.00	\$25.00	\$30.00
Coyote Fit			
Two Classes/Week	\$25.00	\$30.00	\$35.00
**Advanced classes may have an additional increase fee up to \$5/course			

Aquatics Program Rates

	Students	Associate	Affiliate	Community
SWIM LESSONS				
1 on 1 Swim Lessons:				
1 Session	\$25.00	\$30	\$35	\$40
4 Sessions	\$82.00	\$93	\$98	\$110
Buddy Lessons (2)				
1 Session	\$30	\$33.00	\$43.00	\$50
4 Sessions	\$95.00	\$110.00	\$112.00	\$120
SAFETY TRAINING (RED CROSS)				
ARC Adult First Aid & CPR/AED Pediatric	\$69	\$80	\$80	\$90

Outdoor Rental Rates

	SRWC Members		Faculty, Staff, Affiliates, Alumni Association Members	
	1-4 days	Additional Days	1-4 days	Additional Days
Climb Items				
Chalk Bag w/ Chalk	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Crash Pad	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Rock Climbing Helmet	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Rock Climbing Shoes	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Paddle Items				
10 Liter Dry Bag	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
20 Liter Dry Bag	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
30 Liter Deck Bag	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Canoe - 2 Person	\$ 20.00	\$ 5.00	\$ 30.00	\$ 6.00
Kayak Helmet	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Kayak Paddle	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Life Vest (PFD)	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Paddle Jacket	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Sit-On-Top Kayak - Compact	\$ 16.00	\$ 4.00	\$ 24.00	\$ 6.00
Sit-On-Top Kayak - Single	\$ 20.00	\$ 5.00	\$ 30.00	\$ 7.50
Sit-On-Top Kayak - Tandem	\$ 32.00	\$ 8.00	\$ 48.00	\$ 12.00
Miscellaneous Items				
Bear Canister (large)	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Bear Canister (small)	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Canyoneering Boots	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Camp Chair	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Hiking Boots (Men's and Women's)	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
LED Lantern	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Neoprene Socks	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Trekking Poles	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Alex Honnold GIR Ultimate Flip (Spatula)	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Packs Items				
Internal Frame Backpack (19-24) 75L+10L	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
Internal Frame Backpack (15-20)75L+10L	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
Internal Frame Backpack (14-20) 50L	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
Sleep Items				
0 degree Sleeping Bag	\$ 10.00	\$ 2.50	\$ 15.00	\$ 3.75
15 degree Sleeping Bag	\$ 8.00	\$ 2.00	\$ 12.00	\$ 3.00
30 degree Sleeping Bag	\$ 6.00	\$ 1.50	\$ 9.00	\$ 2.25
DoubleNest Hammock	\$ 6.00	\$ 1.50	\$ 9.00	\$ 2.25
Sleeping Pad (foam)	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75

Snorkel & Scuba Items				
Scuba Gloves	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snorkel Slipper Style	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snorkel Fins	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snorkel Mask	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snorkel Package	\$ 6.00	\$ 1.50	\$ 9.00	\$ 2.25
Snow Sports Items				
Crampon - 4 point	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Gaiters	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snow Mittens	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Snow Goggles	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snowboard and Bindings	\$ 16.00	\$ 4.00	\$ 24.00	\$ 6.00
Snowboard Boots	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Snowboard Helmet	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Snowboard Package	\$ 20.00	\$ 5.00	\$ 30.00	\$ 7.50
Snowboard Pants	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Snowshoes	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Waterproof Jacket	\$ 6.00	\$ 1.50	\$ 9.00	\$ 2.25
Waterproof Pants	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Wrist Guards	free	free	free	free
Stoves & Cookware Items				
2 Burner Propane Stove	\$ 8.00	\$ 2.00	\$ 12.00	\$ 3.00
Backpacking Butane Stove	\$ 8.00	\$ 2.00	\$ 12.00	\$ 3.00
Backpacking Cookware	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Ice Cooler Large	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Ice Cooler Medium	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Water Bladder	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Water Jug	\$ 2.00	\$ 0.50	\$ 3.00	\$ 0.75
Surf Items				
Body Boards	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Full Wetsuit	\$ 6.00	\$ 1.50	\$ 9.00	\$ 2.25
Soft Surfboard	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
Spring Suit	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Wetsuit Booties	\$ 4.00	\$ 1.00	\$ 6.00	\$ 1.50
Tent Items				
1 - Person - Backpacking Tent	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
3 - Person - Backpacking Tent	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
3 - Person 4 Season Backpacking Tent	\$ 16.00	\$ 4.00	\$ 24.00	\$ 6.00
4 - Person - Camping Tent	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50
5 - Person - Camping Tent	\$ 12.00	\$ 3.00	\$ 18.00	\$ 4.50

Adventure Trip Program Rates			
	Students	Associate	Affiliate
Trip Pricing			
Price	Trips under \$90	Add 33%	Add 45%
Price	Trips over \$90	Add \$30	Add \$45
<i>Examples:</i>			
<i>Trips Under \$90</i>	\$40.00	\$53.00	\$58.00
	\$60.00	\$80.00	\$87.00
	\$80.00	\$106.00	\$116.00
<i>Trips \$90 or more</i>	\$100.00	\$130.00	\$145.00
	\$200.00	\$230.00	\$245.00
	\$350.00	\$380.00	\$395.00

Leadership Challenge Course Program Rates			
	Students	Associate	Non-Profit
Time Frame			
2.5 hours	\$8.00	\$15.00	\$22.00
4 hours	\$15.00	\$29.00	\$36.00
6 hours	\$20.00	\$42.00	\$49.00
<i>*10% discount applied for groups over 60</i>			

Sponsored
Add 66%
Add \$60
\$66.00
\$100.00
\$133.00
\$160.00
\$260.00
\$410.00

Community
\$30.00
\$49.00
\$62.00

Student Recreation & Wellness Center (SRWC) Gymnasium, Room 203 and 205 Wood Flooring Refinish Proposal

11/1/24

Santos Manuel Student Union Board of Directors

Proposed by: Cintiantl Rangel-Canseco, Recreation & Wellness Committee Chair and Rec Well Committee Chair, Sean Kinnally Associate Director of Operations

Proposal:

The wood flooring in Mac Gym, Rooms 203 and 205 has experienced significant wear and tear due to daily usage over several years. This heavy use has led to visible damage such as scratches, fading, and loss of the floor's protective coating. The proposed project is to refinish the wood flooring in Mac Gym and both rooms to restore their aesthetic appeal, functionality, and safety.

Scope of Work:

- Sanding down the existing surface to remove scratches, scuffs, and uneven areas.
- Applying multiple layers of finish to protect the wood and provide a durable surface for recreational activities.
- Repainting or remarking game lines, if necessary. Adding pickleball lines.
- Polishing the final surface for a smooth, clean appearance.

Rationale:

Improved Safety: Over time, the wood flooring has lost its protective layer, increasing the risk of slipping or falling, particularly during high-intensity activities such as basketball, volleyball, and other fitness exercises. Refinishing the floor will restore its non-slip surface and ensure the safety of all users.

Prolonging the Life of the Facility: Regular maintenance, including refinishing, is essential for prolonging the lifespan of the wood floors. By addressing the current damage now, we prevent further degradation that could result in the need for complete replacement, which would be far more costly.

Enhanced Aesthetic Appeal: The Recreation and Wellness department is committed to providing an environment that encourages health and wellness.

Budget Impact:

- The total cost of the project is not to exceed \$81,127.00.
- Funding Source: Stateside Reserves
- Chartfield: 660061-FFD01-B0525

Timeline:

Once approved plan to have all work completed over winter break.

Attachment A: Quote

Attachment B: Drawing of Mac Gym



Quote

Quote #

Q24-8492

Date

9/26/2024

**Expires
Sales Rep
Project
Terms**

11/26/2024
Miller, Kevin A

TO BE DETERMINED (TBD)

Bill To

AL Salgado
CSU San Bernardino - HPE Arena
5500 University Parkway
San Bernadino CA 92407
United States

Ship To

AL Salgado
CSU San Bernardino - HPE Arena
5500 University Parkway
San Bernadino CA 92407
United States

#	Item	QTY	U/M	Description	Specifications	Rate	Amount
1				CSU San Bernardino Recreation & Wellness Center Gymnasium Floor			
2	INSTALL-FLR	1		GYMNASIUM FLOOR: RE-SAND & FINISH Scope: -Sand floor up to 100 grit, removing all finish and paint to bare wood -PowerDrive floor up to 120 to eliminate chatter --Vac & Tack -Apply 2 coats of BONA DTS sealer -Sand sealer up to 220 grit -Vac & Tack -Apply new gamelines and logos/lettering , per existing layout to include - Center logo - Baseline letters - side court logos -Add 2 Pickleball Courts- White -Apply 2 coats of BONA MVP finish		56,676.00	56,676.00
3	INSTALL-FLR	1		Dance Room 203: RE-SAND & FINISH -Sand floor up to 100 grit, removing all finish and paint to bare wood -PowerDrive floor up to 120 to eliminate chatter --Vac & Tack -Apply 2 coats of BONA DTS sealer -Sand sealer up to 220 grit -Vac & Tack		15,283.00	15,283.00
4	INSTALL-FLR	1		Dance Room 205: RE-SAND & FINISH -Sand floor up to 100 grit, removing all finish and paint to bare wood -PowerDrive floor up to 120 to eliminate chatter --Vac & Tack -Apply 2 coats of BONA DTS sealer -Sand sealer up to 220 grit -Vac & Tack		9,168.00	9,168.00



Quote

Quote #

Q24-8492

Date

9/26/2024

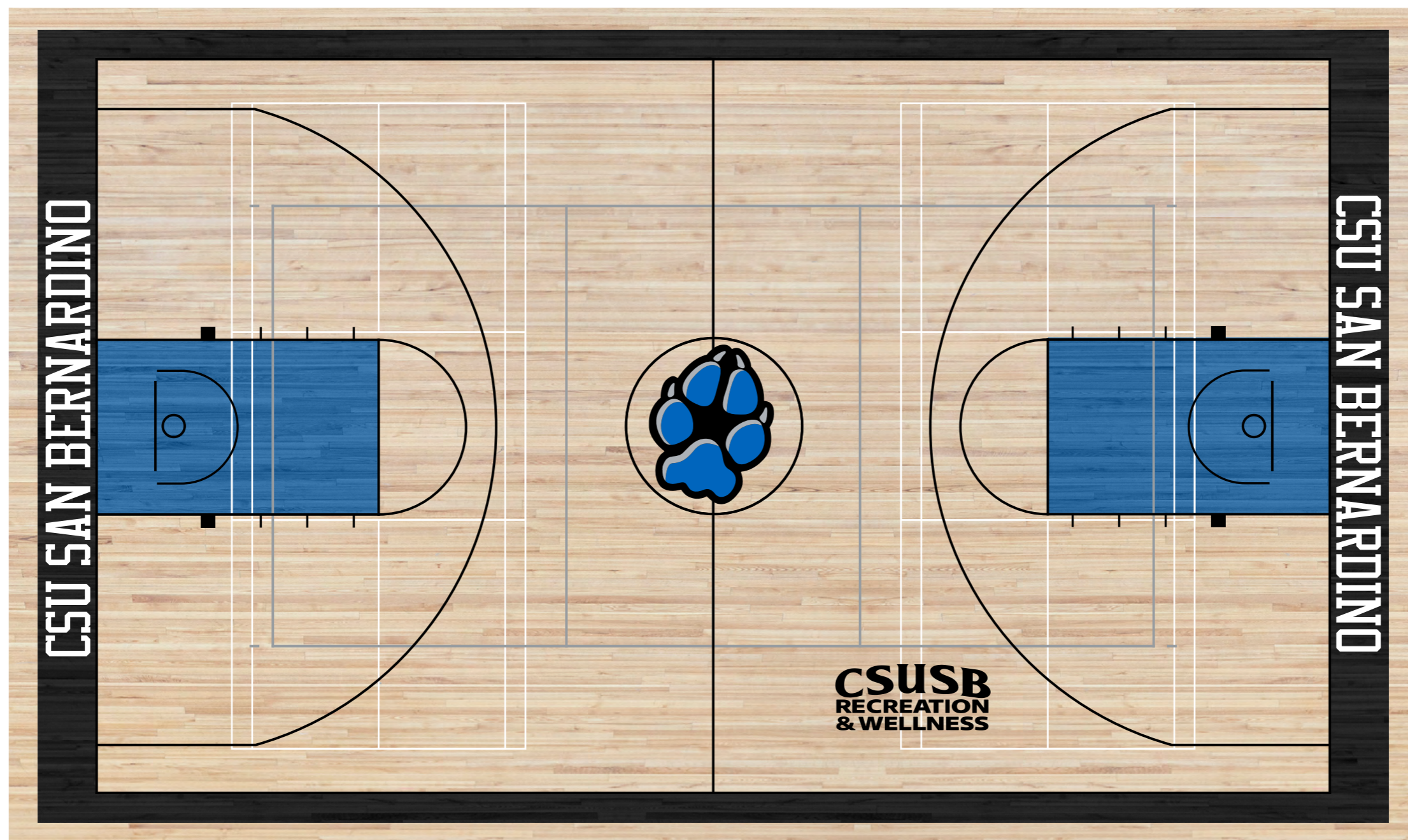
#	Item	QTY	U/M	Description	Specifications	Rate	Amount
5	QUALIFICATION-FLR	1		<p>Please note: Prevailing Wage Rates</p> <ul style="list-style-type: none">- Minor floor prep is included- One mobilization of men and equipment- Each additional mobilization will cost \$400.00- Work area must be clean and clear and free of other trades prior to commencement of work.- Does not include moisture testing or a moisture barrier of any kind.- No foot traffic for 48 hour minimum after final coat of finish is applied.- No janitorial services provided.		0.00	0.00

Thank you for your business.

Total \$81,127.00

LEAD TIME BEGINS FROM DATE OF RETURNED/APPROVED SUBMITTALS AND/OR RECEIPT OF PAYMENT ACCORDING TO TERMS DO NOT MAKE PAYMENT FROM THIS QUOTE - YOU WILL RECEIVE A PROFORMA INVOICE FOR PAYMENT PRICES SUBJECT TO CHANGE - QUOTE EXCLUDES RETENTION & ALL LIQUIDATED OR ACTUAL DAMAGES. SPECIAL INSURANCE REQUIREMENTS ARE NOT INCLUDED UNLESS OTHERWISE NOTED. FREIGHT IS AN ESTIMATE & SUBJECT TO CHANGE BEFORE TIME OF SHIPMENT. CREDIT CARD PAYMENTS MAY INCUR A PROCESSING FEE. TERMS ARE CASH IN ADVANCE UNLESS A CREDIT APPLICATION HAS BEEN APPROVED & CREDIT TERMS HAVE BEEN GRANTED. MINIMUM 25% RESTOCKING FEE FOR RETURNED OR CANCELLED

Layout: 96' x 57'	Main Lines: Black 2"	Volleyball: 2" Grey
Court: 84' X 50'	Baseline Border: Black (Tint) 4'	Pickleball: 1" White (x2)
	Sideline Border: Black (Tint) 2'	
	Baseline Letters: "CSU SAN BERNARDINO" - White (x2)	
	Keys: Blue (Tint)	
	Center Logo: "Paw"	



Date	09/25/2024
Time	9:00 AM
Version	CSUSB 1.0

NOTE: PLEASE READ PROOF CAREFULLY!

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