



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS MEETING
October 2, 2024 - 4:00 PM
SMSU NORTH STUDENT CHAMBERS
ZOOM: <https://csusb.zoom.us/j/85875529320>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - a. September 4, 2024
4. Reports
 - a. SMSU BOD Chair
 - b. SMSU Executive Director
 - c. Assessment and Training
 - d. Diversity, Equity, & Inclusion
 - e. Marketing
 - f. Operations
 - g. Recreation & Wellness
 - h. Student Services
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

NEW BUSINESS

- | | |
|------------|---|
| SMSU 06/25 | Elect Secretary for the SMSU Board of Directors for the 24-25 Academic Year (Action, Felix) |
| SMSU 07/25 | Approval of Children in the Workplace Policy (Action, Personnel Committee) |
| SMSU 08/25 | Approval of Mandatory Trainings Policy (Action, Personnel Committee) |
| SMSU 09/25 | Approval of Paid Leaves of Absence Policy (Action, Personnel Committee) |

SMSU 10/25 Approval of Unpaid Leaves of Absence Policy (Action, Personnel Committee)

SMSU 11/25 Review and Approval of Sublease Agreements (Action, Finance and Contracts Committee)

SMSU 12/25 Review of 5 Year Assumption (Discussion, Felix)

SMSU 13/25 [Educational Session] Time, Place, and Manor Policy Presentation by Lisa Root, Associate Dean of Students and Director of Student Conduct and Ethical Development (Informational, Felix) - TIME CERTAIN 4:45PM

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
September 4, 2024**

MINUTES

- Members Present:** Jesse Felix, Jose Hernandez, Shardul Kulkarni, Jessica Lu, Ayanna McAlister, Jocelyn Paz, Cintiantl Rangel-Canseco, Dr. John Reitzel, Isaias Mendoza Placencia
- Members Absent:** Angelica Agudo, Alicia Dean, Dr. Bibiana Diaz-Rodriguez, Carson Fajardo, Paz Oliverez, Diego Rendon
- Staff Present:** Monica Baeza, Sasha Baltazar, Roryana Bowman, Jasmine Bustillos, Josie Delgado, Vilayat DelRossi, Tamara Holder, Matthew Jenkins, Elizabeth Junker, Sonia Martinez, Trent Morgan, Maria Elena Najera-Neri, Jennifer Puccinelli, Anthony Roberson, Katie Wallen
- Guests:** Jorge Paz
- Call to Order:** The meeting was called to order at 2:42pm.
- Roll Call:** A verbal roll call for members was conducted.
- Approval of Minutes:** M/S Reitzel/Kulkarni to approve minutes from April 24, 2024
Motion passed by consensus.
M/S Felix/Kulkarni to approve minutes from May 1, 2024
Motion passed by consensus.
- Reports:** ED Felix provided a brief summary of what was included in his report and shared that audit findings would be brought to a future BOD meeting.
- Open Forum:** There were no guest speakers.
- Adoption of Agenda:** M/S Felix/Kulkarni to adopt agenda
Motion passed by consensus

NEW BUSINESS

SMSU 01/25 Elect Current Student Alternate to Serve as Student Representative for the Board of Directors for a 2-Year Term (Action, Felix)

M/S Felix/McAlister to open action item SMSU 01/25 Elect Current Student Alternate to Serve as Student Representative for the Board of Directors for a 2-Year Term.

Mr. Felix provided an overview of the current opening on the board of directors. Chair Paz reached out to both student alternates and Isaias has expressed interest in the position. ED Felix would like nominate Isaias Mendoza Placencia for this position. ED Felix deferred his time to Isaias. Isaias expressed his desire to join the board. Chairwoman Paz expressed her support of Isaias. Isaias has been very involved in the board summer trainings, attended the camping trip this summer, and has attended professional development opportunities with the board.

M/S Felix/Reitzel motion to amend action item to read SMSU 01/25 Elect Isaias Mendoza Placencia to Serve as Student Representative for the Board of Directors for a 2-Year Term.

VOTE: 7 In Favor 0 Opposed 0 Abstentions
Motion passed.

Congratulations Isaias! Isaias is now a voting member during this meeting.
Gavel passed to ED Felix at 2:52pm.

SMSU 02/25 Elect Controller for the 24-25 Academic Year (Action, Felix)

M/S Paz/Kulkarni motion to open SMSU 02/25 Elect Controller for the 24-25 Academic Year.

Chairwoman Paz shared with the board about the current Controller vacancy, the process of nominating and the expectations of the person holding this role. Madam Chair nominated Shardul Kulkarni and Jose Hernandez. Shardul and Jose both accepted the nomination. Chairwoman provided her support of each candidate and shared their experience and involvement on campus. The board proceeded to provide their votes for the candidate they would like to vote for.

Shardul Kulkarni received the highest number of votes. Shardul is the newly appointed Controller for the Board of Directors for the 24-25 Academic Year.

Gavel passed to Chairwoman at 3:06pm.

SMSU 03/25 Funding Request to Upgrade AV Systems in SMSU South Event Center, Not to Exceed \$85,434.62, Chartfield: 660876-RO001-S6700 (Action, Roberson)

M/S Felix/McAlister motion to open SMSU 03/25 Funding Request to Upgrade AV Systems in SMSU South Event Center, Not to Exceed \$85,434.62, Chartfield: 660876-RO001-S6700.

SMSU 05/25 2024-2025 SMSU BOD Meeting Schedule Review (Action, Felix)

M/S McAlister/Kulkarni motion to open SMSU 05/25 2024-2025 SMSU BOD Meeting Schedule Review

Director McAlister requested if the meeting times can be adjusted due to conflicts with class schedule. A conversation ensued between the board members.

M/S Felix/ Reitzel motion to amend SMSU 05/25 2024-2025 SMSU BOD Meeting Schedule Review to read SMSU 05/25 Approval of version 2 meeting dates taking place Wednesdays at 4:00pm.

A conversation ensued between the board members to clarify.

ROLL CALL VOTE to approve amendment:

7 In Favor 0 Opposed 1 Abstentions
Motion passed.

VOTE to approve item as amended:

8 In Favor 0 Opposed 0 Abstentions
Motion passed.

Announcements

- Happy Birthday to Chairwoman Paz!
- Congratulations to the board on the first meeting of the year.

Adjournment M/S Felix /Hernandez motion to adjourn meeting.

The meeting was adjourned at 4:36pm

Respectfully reviewed & submitted by

Jocelyn Paz, (In Lieu of Secretary)

Date



SMSU BOARD OF DIRECTORS
September 24, 2024
Chair's Report

Attended Meetings:

- Board of Directors meeting (9/04/24)
- Personnel Committee (9/20/24) - was elected chair, chair meeting.

Conference:

Engaged with some members from Recwell committee members and Recwell staff to gauge interest in attending conferences. While no specific conference names were given, I was asked to investigate conferences that are directly associated with career opportunity / enhancement. There is also interest in regenerative and recovery health conferences with a focus on technology.

Events:

- Latinx / APIDA Welcome Back Karaoke (09/03/24)
- Somos CSUSB (09/19/24)
- San Manuel Pow Wow (09/22/24)

Project:

Visited Villayt on different occasions this month to see update with "Let Us Cook" Retreat project. He informed me that vending machines would soon see a change in healthier options after a conversation with vendors.

Met with Jared Fisk and Pathways to Success student mentor to discuss Art Gallery project and possible Art student vendor market project. We discussed a plan to implement an Art vendor market event in SMSU North to give art students the opportunity to develop career skills, and to interest students who may want to participate in the Art Gallery Project (SMSU South). Art Vendor market would take place in Spring semester, after Spring Break. Art Gallery would take place in Fall semester with no set time just yet. Both projects are meant to engage an untapped population on campus [art students] who may feel secluded from SMSU and its resources. These projects would get art students to enter and interact with SMSU spaces while developing skills in exhibition creation and business.



SMSU BOARD OF DIRECTORS REPORT

Executive Director

Introduction -This report offers an overview of key projects, events, and operational updates within the Santos Manuel Student Union (SMSU) for the past month. It is intended to provide insight into the progress being made across different areas of the organization while maintaining a broad focus on our future priorities. The details presented reflect our ongoing commitment to enhancing student success, operational efficiency, and financial sustainability.

Native American Heritage Month Planning Committee - Throughout the month, I have collaborated weekly with Carlos to plan and structure the Native American Heritage Month (NAHM) Planning Committee. Our initial meeting was highly productive, and we established a framework for organizing the month-long event. We've identified several key focus areas, including cultural programming, guest speakers, and community involvement. To facilitate broader input and feedback, we will be distributing a Qualtrics survey to committee members and stakeholders. This will ensure we gather diverse perspectives and ideas to enhance our programming. We aim to make this year's Native American Heritage Month a deeply meaningful and educational experience for the campus community.

Division of Student Affairs Professional Development Committee - I have been actively involved with the Division of Student Affairs Professional Development Committee, which focuses on creating growth opportunities for those aspiring to build careers in Student Affairs. This committee has developed a professional development course, which provides training and mentorship to individuals interested in the field. I would like to extend an invitation to any board members who may be considering a role in student affairs. This development opportunity could be an excellent pathway for those looking to grow professionally within higher education. If anyone is interested in learning more or would like to participate, please don't hesitate to reach out to me for additional information.

Study Halls Initiative - On September 1st, we launched our Study Halls initiative on the third floor of Student Union North. These study halls are designed to provide a quiet and supportive environment for students to focus on their academic work. We offer tutoring and advising services, along with free printing and snacks, every Saturday. The initiative has seen a solid turnout so far, and we're encouraged by the feedback we've received from students. Our goal is to build a culture of scholars at the university by offering consistent support that helps students succeed academically. We will continue to monitor attendance and engagement to ensure that the resources provided align with student needs.

WACAC and Recruitment Initiatives - In collaboration with the Vice President of Student Affairs and the Recruitment and Retention Department, we are preparing for the upcoming visit of the Western Association for College Admission Counseling (WACAC) to campus. This event brings together prospective students, guidance counselors, and admissions professionals to learn more about the university and explore the benefits of enrolling here. We have been working diligently to develop a comprehensive program for this group that will showcase our campus, academic programs, and student life. We hope to leave a positive impression and increase our conversion rate of students who choose to attend CSUSB.

SMSU RecWell Staff Meeting - The SMSU RecWell staff meeting took place earlier this month and focused on several critical operational and financial topics. One of the primary discussions was centered around our financial forecasting for the coming years. Given the current economic climate and the challenges we face in sustaining operations, it is imperative that we take a forward-thinking approach. We are developing strategies to optimize resource allocation while ensuring that we continue to provide high-quality services to students. Another important topic was procurement processes. Delays in the procurement system have led to late fees, which impact our budget. We are in talks with procurement staff to identify ways to streamline the process and eliminate unnecessary costs. Our objective is to maintain financial discipline while improving operational efficiency.

Five-Year Financial Plan - In conjunction with Maria, we have been working on the development of a five-year financial plan for the SMSU. This plan aims to provide a clear roadmap for sustaining the financial health of the organization, even in times of fiscal uncertainty. The plan will be presented to the Finance and Contracts Committee for review and refinement before being brought to the full Board of Directors. The key elements of the plan include revenue forecasting, cost-saving measures, and strategic investments in infrastructure. We are confident that this forward-looking approach will position the organization to continue serving students effectively over the long term.

Commercial Operations & Utility Billing - We recently met with Sesar Morfin to discuss ongoing negotiations regarding the commercial operations within SMSU facilities. A significant topic of discussion was utility billing for our food services vendor. As we approach the contract renegotiation phase, it is essential that we establish a clear and efficient process for billing utilities. This will ensure that both parties are operating under transparent and fair financial terms. We are working to provide accurate and timely utility cost information to facilitate these negotiations and improve our operational oversight.

Palm Desert Campus Visit - On September 12th, I visited the Palm Desert campus for a day of team-building and technical training. I worked closely with the staff there, providing guidance on how to use audiovisual equipment for upcoming events. This visit was part of our broader effort to ensure that all of our satellite locations have the support they need to execute successful programs. I was impressed with the team's enthusiasm, and I believe we have strengthened our relationships, setting the foundation for future success at the Palm Desert campus.

Strategic Financial Reports for Students - In a continued effort to enhance financial transparency, I have been working with Shardul and Shandu to explore the creation of a student assistant role focused on strategic financial reporting. This role would help produce reports and graphs that make financial data more accessible and understandable for the student body. The goal is to provide students with a clear picture of the organization's financial health in real time, increasing engagement and transparency. This initiative aligns with our commitment to fostering an informed and involved student community.

Native Community Engagement - I had a highly productive meeting with faculty members Hannah and James to discuss potential programming for the Native community on campus. A key outcome of our conversation was the plan to bring a keynote speaker to campus for Native American Heritage Month. The meeting allowed us to address several logistical and budgetary challenges, and I believe we are now in a better position to serve the Native student community more effectively. This initiative will be a significant part of our programming for the upcoming month, and we are excited to move forward.

Service Manager Search - We have officially launched the search for a new service manager, a role that is critical to the daily operations of the SMSU. The hiring committee has convened and distributed the charge to all members. We are currently reviewing applications and will begin the interview process shortly. We hope to fill this position with a qualified candidate who can contribute to the continued success of the organization.

Lead Summit Planning Committee - I have also been involved in planning for the annual Lead Summit, scheduled for September 27th. My role has been primarily focused on ensuring that the facilities are properly prepared to accommodate this large event. The Lead Summit is an important gathering that brings together leaders from various sectors to discuss leadership and organizational development. I will continue to provide support as needed to ensure the event runs smoothly.

Pow Wow Event - The annual Pow Wow took place from September 20th to 22nd, and I am pleased to report that the event was a success. Each unit was responsible for managing their own staff, which allowed us to operate more efficiently. However, we did incur higher-than-expected overtime costs, and I will be working with our team to analyze these expenses and develop strategies for reducing overtime in future events. Despite this challenge, the Powwow was well-received, and we are proud of the efforts made by everyone involved.

Conclusion

In conclusion, the past month has been filled with productive discussions, initiatives, and events that are advancing our mission to serve the students of CSUSB. As we move forward, I remain committed to ensuring the financial health and operational success of the SMSU while fostering a supportive and engaging environment for our students.

Thank you for your time and attention to these matters. Should you have any questions or need additional information, I am happy to provide further detail.



SMSU BOARD OF DIRECTORS REPORT Assessment and Training

Mid-Year Student Employee Training

As our student development model refocuses on best serving the organization's mission to aid in the education, retention, and graduation of the holistic CSUSB student population, we are creating a student development model that focuses on training students to better serve the campus as a whole. With this end in mind, we are planning a mid-year training that is best suited to ensure our student employees have the skills necessary to meet the diverse needs of our campus population. The training will including leveraging their leadership, resource awareness, cultural competency, customer service best-practices, skill development, and team-building activities.

Student Employee Portal

In conjunction with the Human Resource Manager, the team is creating a front-facing student portal that will serve as a hub for student employee resources as they navigate serving our campus population that includes our student handbook, career readiness resources, emergency action plans, evaluation resources, an SMSU RecWell professional staff directory, orientation information, and resources for navigating our payroll system.

Inventory and Loss Prevention Project

The Executive Assistant to the Executive Director and Leadership Team have begun the process of expanding our inventorying process to include the totality of our facilities which will aid in the record-keeping and management of our physical assets, especially in the event of an insurance claim or property damage. \

Focus 2 Career

In collaboration with the Career Center, we are bringing awareness to a resource that guides students through a reliable, intuitive career & education decision making model to help them choose a major, explore occupations and make informed career decisions with 5-integrated assessments including a work interest-holland code assessment, personality assessments, values and skills assessments which are then combined to create a profile to assist in informed career exploration and planning.



SMSU BOARD OF DIRECTORS REPORT **Justive Equity Diversity and Inclusion**

Cross Cultural Connections:

- In the beginning of the month, the Financial Literacy Center worked with the Basic Needs Department to host a workshop based on grocery shopping on a budget on September 4th. Understanding that it is hard to shop for food under a specific budget as a college student, the Basic Needs Department presented on tips and tricks when grocery shopping. They also went over campus resources such as the Obershaw DEN and how students can qualify for the CalFresh program. The presenters, Nataly and Stacy Ann, brought a dish an example of using all groceries at home. There were 13 students in attendance.
- On September 12th, FLC hosted a workshop based on the Better Money Habits Game from Bank of America. We presented on the game and how the game shows the students on how to budget, save, and build credit while living on one's own or with others. After presenting the game and how it works, FLC created usernames and passwords for the students to get started on the game. The students can check in during FLC hours with any questions they have on the game. The game started on September 12th and will conclude on October 17th. The top three students who completed the game with good credit scores will receive prizes. There are 12 students playing the game.
- On September 17th, in partnership with Chase Bank, FLC had the kickoff of the Lunch and Learn Series. A representative from Chase came to inform the students on introduction to banking and the differences for the credit cards students can apply to. Students were engaged and started a conversation with the representative on applying to credit cards, creating a bank account and much more. Chase also provided free lunch for the students who attended the workshop. There were 18 students in attendance.
- The Financial Literacy Center team helped the Pow Wow weekend event. The team took a shift on Saturday evening by picking up trash on both upper and lower lot. For the performers, making sure ice and waters were refilled and attended regularly.

APIDA Center:

- September 4th and 5th: The Graduate Student Success Center hosted a two-day Open House event, showcasing the newly renovated space. Attendees participated in a scavenger hunt and trivia bingo, designed to highlight the center's amenities, programs, and general campus information. Crumbl cookies were awarded to winners, encouraging interaction and engagement among participants, who continued to mingle during and after the event.
- September 16th: The Graduate Student Success Center, in partnership with Graduate Studies, hosted a Graduate Student Recognition Week: Alumni Mixer. Graduate and undergraduate students had the opportunity to engage with three CSUSB alumni from various fields, who shared their experiences and answered student questions in a casual setting over snacks and drinks.
- September 18th: The Graduate Student Success Center hosted its first Paint 'n Sip event, featuring a contracted artist who guided students through a relaxing and engaging painting activity. Attendees enjoyed Shirley Temples and received goodie bags while mingling and sharing their creations.
- September 21st: The Graduate Student Success Center supported the Saturday Study Session initiative, offering students a safe and quiet environment to study on campus over the weekend. Snacks and drinks were provided to ensure an optimal study experience.
- September 21st: The Graduate Student Success Center supported the collaboration between the SMSU and San Manuel during the largest three-day Pow Wow to date, celebrating Native American culture through song, dance, food, and art.
- General: Katie Wallen, Coordinator of the Graduate Student Success Center, has been invited to serve on this year's Grad Slam Advisory Board. Grad Slam is a competition where graduate students are challenged to present their thesis research in three minutes or less. Winners from the CSUSB campus receive a cash prize and move on to compete in the CSU systemwide competition.

First Peoples Center:

- September 10th: Program Board supported the ASUA and SMSU Resource Roundup initiative, aimed at consolidating various campus resources in one location for students to discover available services. The first 200 attendees enjoyed a complimentary lunch from Carl's Jr.

- September 13th: Program Board hosted its annual Todos Bailan event with a twist this year: a cumbiaton. Students and the campus community danced the night away with Rocio Pineda, "The Lady of Cumbia." Attendees learned about their voting rights and how to register with the organization Grita Canta Vota. The first 200 attendees enjoyed complimentary food from Papas El Guero.
- September 21st: Program Board supported the collaboration between the SMSU and San Manuel during the largest three-day Pow Wow to date, celebrating Native American culture through song, dance, food, and art.
- September 23rd: The Program Board team has been diligently working to onboard their final Student Assistant position. Interviews were conducted on September 23rd, and the team is currently evaluating candidates to finalize their selection.
- September 25th: Katie Wallen, Coordinator of Program Board, will assist with the annual California Native American Day week, during which children from local school districts visit campus to learn about and appreciate the cultures of California's Native Americans.
- September 27th: Katie Wallen, Coordinator of the Program Board, will assist with the annual Latino Educational and Advocacy Days (LEAD) Summit, which addresses issues and challenges faced by the LatinX community. The summit brings together students, educators, and community members to discuss and advocate for meaningful change in the academic sphere.
- General: Program Board is a proud partner of Homecoming as a Student Zone leader. We have been actively participating in the planning meetings to assist with this year's Homecoming events.

Women's Resource Center:

- On September 4th, the Rancho Mirage Student Center (RMSC) hosted the event titled "Welcome Back, Pack!" This gathering provided an opportunity for students to engage with their peers through activities such as Wii Sports, Just Dance, and karaoke, while enjoying refreshments including smoothies, an ice cream sundae bar, and frozen treats. The event attracted 105 participants, a great way to start the school year!
- The RMSC is collaborating with the Student Success Studio and College Possible to commemorate Hispanic Heritage Month at the Palm Desert Campus (PDC). On September 16th,

the RMSC Lounge hosted a celebration of "El Grito," featuring a reenactment of the Grito de Independencia ceremony. The event included an enriching and informative conversation on the historical significance of El Grito and the observance of Mexican Independence Day. We had 43 participants in total.

- On September 19th, our "Coyote Sunset" event took place from 5 PM to 8 PM on the RG Lawn. Participants engaged in painting activities while enjoying bacon-wrapped hot dogs and nachos. Students voted on watching the movie "10 Things I Hate About You". This event fostered community building and peer connections. We had a total of 82 participants.
- In further celebration of Hispanic Heritage Month, the RMSC led the event "a-MAIZ-ing Grace." This program allowed students to explore the cultural significance of elotes and other crops integral to Hispanic heritage, with a particular focus on those cultivated in the Coachella Valley. Participants also learned about the implications of the Bracero Program and its relevance to Hispanic history. Attendees enjoyed popcorn and esquites, with a total of 64 participants engaging in this enriching experience.

Upcoming Events

Financial Literacy Center:

- Better Money Habits Presentation- October 3- 12pm-1pm
- Chase Lunch and Learn Series- October 15- 12pm-1:30pm

Graduate Student Success Center:

- Murder Mystery Mixer- October 21- 6pm-8pm
- Graduate Student Talent Showcase- November 19- 6pm-8pm

Program Board:

- Howl at the Moon Dance- October 18- 7pm-10pm
- Cosmic Coyote- November 7- 9pm-1am
- Winter Wonderland- December 3- 6pm-9pm

Rancho Mirage Student Center:

- Fall in Love with PDC – September 25th – 12pm-1pm
- The History of Pinatas – September 30th 12pm-2pm
- Buenas! It's Loteria Time! - October 8th 12pm-1pm
- La Ultima Y Nos Vamos – October 15th 12pm-2pm
- Fall Fest – October 10th, 6pm-9pm
- Homecoming Week 10/21-10/26
- Dia De Los Muertos – October 31st 11:30am – 1:30pm



**SMSU BOARD OF DIRECTORS REPORT
SMSU & RecWell Marketing Department**

- The SMSU/Recwell marketing team is in the process of onboarding two new graphic design student assistants and have just completed onboarded one new media and communications student. We look forward to introducing them to the team.
- The graphics team continues to work on Fall semester graphics. Over 40 events and general graphic work orders have been completed during September.
- SMSU/Recwell Marketing in conjunction with leadership from Recwell, Student Services, and Diversity and Belonging have begun planning for our semesterly events meeting. This meeting helps to set our goals, outcomes, marketing timelines, works out scheduling conflicts for our Spring events.
- The media and communications team focused on promotion of our major September events including Welcome Back Karaoke, GSSC Open House, Family Movie Night, Black and Brown Conference, and Todos Bailan. The team focused on video promotions as well as tabling/canvassing efforts throughout the month. The team also promoted our smaller scale events through the Instagram story, our weekly event posts, and tabling.

Recwell	Instagram				
2024	Accounts Reached	Accounts Engaged	Net Follower Gained	Followers Gained	Total Account Followers
June	3,076	173	250	418	6,841
July	3,927	232	59	212	7,091
August	10,565	756	183	320	7,170
September	13,244	866	78	241	7,207

SMSU	Instagram				
2024	Accounts Reached	Accounts Engaged	Net Follower Gained	Followers Gained	Total Account Followers
June	100,000	3,510	35	242	7,828
July	17,011	1,967	86	297	8,050
August	26,017	2,796	78	274	8,200
September	19,470	1,917	109	303	8,342



SMSU BOARD OF DIRECTORS REPORT

Operations

Scheduling

The scheduling department is back in full swing with all our student assistants back in the office. Over summer we prepared two separate presentations going over policies and procedures for both our Affinity Center Programmers, and the Presidents of all student Clubs & Orgs. The facilities has been filled with off campus events from San Bernardino County, with nearly all of July occupied by SB County programs and events which saw over 3,000 students and educators in attendance. Now that we are back into Fall semester, we are here to support all our amazing in-house events.

Information Technology

The Information Technology team setup barcode scanners and pin pads and installed the Fusion application in all SMSU centers so we can begin using the system to verify students at check in. We will begin trialing the new check in system in the PASSC, FPC and LatinX Center at the start of Fall semester. The IT team also tested all panic buttons in SMSU North and South in preparation for Fall semester and all buttons were fully functional with the exception of one panic in the bookstore. The IT Coordinator rebuilt all of the SMSU center websites using the new design template and is also in the process of re-designing the menu and front page. The IT Coordinator is also in the process of creating web pages for Coyote Lanes and the Esports Arena. The Esports team hosted a Student Orientation Super Smash Bros tournament over the summer that had a great turnout and the winner was awarded a free fall semester parking permit.

Maintenance

The Maintenance specialist is busy with the work orders that staff members requested. In the Basic Needs Department a TV was removed, hung name plates in three different areas, assembled a mobile workstation charging cart for their tablets and laptops and hung brackets in their storage area.

In the Career Center the maintenance Specialist fixed some flickering lights by switching out the florescent lighting to LED system. Patch holes and painted in the entry way. Also painted a column and a wall with a decorative blue. Hung a glass white board and cork board in an office. Adjusted a door from not shutting properly, fixed a roll out blind from not working. In the Graduated Student Success Center The Maintenance Specialist has changed the lighting system in two rooms from florescent to LED lighting. He has installed three cork boards, hung some art frames, decorative lighting, decorative ivy. He has also patch holes on the walls and painted the walls. He also has reinstalled a large glass white board from one room to another. The

Maintenance Specialist has also installed cabinet locks and latches on all cabinets in the GSSC's kitchen.

The Maintenance Specialist has suspended in the air an extra-large prop sword hanging in midair. He installed another cork board in the marketing department. In the SU South an ADA push button tower was knocked over and not working, the Maintenance Specialist fixed the tower and got it working properly. The Maintenance Specialist fixed three leaking toilets and fixed some more lights in the restrooms. He also replenished all the attic stock paints that were no longer good and helped clear a big area so that EO would be able to stock chairs and tables at ease.

In the SU North, the Maintenance Specialist help a Director move from one office to another by removing her art and calendars also patching holes and painting. He has hung two more cork boards in the OSLE and Leadership lab. , hung art posters. In the ASI office he has removed a silver cabinet, removed a white board, patched more holes, and painted. He also has hung three large poster frames for marketing on the first floor along with frames inside the elevators. The Maintenance Specialist also power washes the service area floors from all the high traffic that passes from restaurant employees and delivery vendors.

The Maintenance Specialist continues to oil and condition the Coyote Lanes and does preventative maintenance on the pinspotting machines daily.

Facilities & Services

All our new hires have successfully completed their training or are currently in the process. The summer saw a high demand for our bowling alley reservations, which were efficiently managed by the student assistants, even in the absence of the Facilities and Services Coordinator (FSC). The new hires have seamlessly transitioned into their roles, handling their initial shifts easily and without any incidents, errors, or setbacks. While there is room for improvement in the 7pointOps reports, the FSC is overall pleased with the progress of our new hires. Despite the challenges, the FSC has developed a comprehensive and interactive refresher training program that is believed to greatly benefit. This initiative will involve various team members leading different segments to foster cohesion among the different departments. Also, it will allow student assistants to refine their public speaking skills through presentations before their peers. This week's training session was highly successful, with all the student assistants actively participating and providing valuable feedback on improving the training process. Their insights contributed to refining the overall approach, making it more effective for future sessions. The FSC also emphasized the importance of promptly responding to emails to ensure smooth communication and efficiency.

Custodial

The Custodial department is working with the equipment to ensure we have all that our team need to get the job done.

Working in training all the new hired and the currents student assistance.

Making the schedules for the students to ensure the week and weekends are covering.

Waiting for new equipment to get approved.

Did the carpet in the conference centers North and South ,keep working and deep cleaning south floors.

Having meetings with the team just to make sure we all know the job descriptions and know how to use the equipment. Teaching everyone about PPO .



SMSU BOARD OF DIRECTORS REPORT Recreation & Wellness

Highlighted Team Accomplishment – Successfully provided staffing and support for Pow Wow by keeping SRWC open until 11pm (Fri-Sat) and 10pm (Sun) for participants and campers to take showers. Also provided staffing Sunday for the last 9 hours of Pow Wow and cleaned up after event. All achieved with almost no overtime to be cost conscious.

Adventure – 3 new students have been added to the Adventure staff. 7 trips took place in September including Yosemite and Sequoia national parks. Trip leaders attend our semi-annual meeting and training, and new leaders completed wilderness first aid and driver training. We also lead a custom trip for the CSUSB SAIL program. A few trips were cancelled due to the area's fires.

Aquatics – Lifeguard for the aquatics team at two major pool events: Waves and the Welcome Black BBQ. The aquatics team has been doing multiple interviews to try and get more lifeguards hired to our team.

Climbing Wall – 1 new student has been added to the Climbing wall team. Garrett Humbles is the new student Supervisor for the climbing wall. In partnership with Intramural Sports, we held a climbing competition on Sept 19 and the 2-month long Mile High Climbing Challenge started Sept 25.

Fitness – NSCA Certified Personal Training Preparation Series has been started, we have a promising group of young professionals.

Fitness Floor - Fitness Floor has new rentals! 3 sets of Parallette Bars and Olympic Rings (both for bodyweight movements) per student request. The small set of Parallette bars can you

Intramural Sports – Soccer and Volleyball leagues are off to great starts as we enter week 2 of play. Congratulations to Sebastian Torres on winning the Rockwall Climbing title. To end the month of September we have flag football on Sept. 25th. Coming in October we have...Oct 2nd Pickleball, Oct. 3rd Table Tennis, Oct 9th 2v2 Basketball, Oct 17th Cup Pong, Oct 24th Powerlifting, Oct 30th 3v3 Basketball.

Leadership Challenge Center – 3 programs took place on the LCC in September as well as a 1-day staff training. October has 8 programs scheduled. Issa Hatter took over as the new student supervisor for the LCC.

Management – Closed out the first month with EoS fiscally and enrollment wise. It went well and had nearly 200 students and over 30 faculty staff sign up. Wrapped up the initial stage of RecWell Values and Expectations review and moving forward with putting assessment measures

into place to measure success on values and expectations. Utilized Social Change Model for the process. Assisting AOA Leadership Academy with upcoming academy curriculum. Completed NIRSA Regional Conference preparations and will be sending two staff, two student employees, and one student leader to conference. Working on tailgating partnership with Athletics. Engaging CO with Wellbeing Attendant Policy. Provided staffing support for our other all hands event Pow Wow

Membership – During the month of August the membership team welcomed 7,393 users into the facility and 11,921 to date in September. The Membership Coordinator and Student Lead attended the Alumni Center Grand Opening to promote our program and services to alumni.

Operations – The Operations team has been working on a new fleet vehicle policy for Rec Well, which will change the process for checking out vans and update the requirements for driving them. Meanwhile, the Maintenance team is refreshing the paint throughout the facility. Additionally, the Operations team has conducted a total of five CPR classes this month. The Operations Coordinator will be attending the Smith Driving School program to become an expert in the field, allowing Alicia to take over all training for the Fleet Vehicle Program. Our department has received three new light towers, awarded through the VETI grant from last year.

RecWell @ PDC – Currently enrolling PDC students to EOS and monitoring their progress. Currently, 200 students have signed up and are still enrolling students daily. Currently training a student assistant for the PDC Rec Well to continue to help the student understand the day-to-day operations of the office and their role in the department. Planning for fall activities and currently supporting programs (PDC soccer club)

Special Events – Currently working on our first organizational alumni event in years. We will be hosting an “*SMSU/RecWell Homecoming Alumni Barbecue @ The Leadership Challenge Center*” on Saturday, October 26th from 4:30-6:30pm, prior to the Homecoming game at 7pm. All current student leaders will also receive an invitation as well.

Sport Clubs – We currently have 9 sport clubs chartered for this fall; badminton, running, competitive cheer, jiu jitsu, karate, powerlifting, men’s soccer, tennis and wrestling.

Well-being – The Retreat has been busier this year! We’re seeing much more activity than last season and have successfully hosted several creative time classes in partnership with various campus departments. Looking ahead, we’re gearing up for Retreat Yo’ Self, taking place December 3rd to 5th from 12pm to 6pm at the SMSU Events Center.



SMSU BOARD OF DIRECTORS REPORT Student Services and Philanthropic Giving

Financial Literacy Center:

- In the beginning of the month, the Financial Literacy Center worked with the Basic Needs Department to host a workshop based on grocery shopping on a budget on September 4th. Understanding that it is hard to shop for food under a specific budget as a college student, the Basic Needs Department presented on tips and tricks when grocery shopping. They also went over campus resources such as the Obershaw DEN and how students can qualify for the CalFresh program. The presenters, Nataly and Stacy Ann, brought a dish an example of using all groceries at home. There were 13 students in attendance.
- On September 12th, FLC hosted a workshop based on the Better Money Habits Game from Bank of America. We presented on the game and how the game shows the students on how to budget, save, and build credit while living on one's own or with others. After presenting the game and how it works, FLC created usernames and passwords for the students to get started on the game. The students can check in during FLC hours with any questions they have on the game. The game started on September 12th and will conclude on October 17th. The top three students who completed the game with good credit scores will receive prizes. There are 12 students playing the game.
- On September 17th, in partnership with Chase Bank, FLC had the kickoff of the Lunch and Learn Series. A representative from Chase came to inform the students on introduction to banking and the differences for the credit cards students can apply to. Students were engaged and started a conversation with the representative on applying to credit cards, creating a bank account and much more. Chase also provided free lunch for the students who attended the workshop. There were 18 students in attendance.
- The Financial Literacy Center team helped the Pow Wow weekend event. The team took a shift on Saturday evening by picking up trash on both upper and lower lot. For the performers, making sure ice and waters were refilled and attended regularly.

Graduate Student Success Center:

- September 4th and 5th: The Graduate Student Success Center hosted a two-day Open House event, showcasing the newly renovated space. Attendees participated in a scavenger hunt and

trivia bingo, designed to highlight the center's amenities, programs, and general campus information. Crumbl cookies were awarded to winners, encouraging interaction and engagement among participants, who continued to mingle during and after the event.

- September 16th: The Graduate Student Success Center, in partnership with Graduate Studies, hosted a Graduate Student Recognition Week: Alumni Mixer. Graduate and undergraduate students had the opportunity to engage with three CSUSB alumni from various fields, who shared their experiences and answered student questions in a casual setting over snacks and drinks.
- September 18th: The Graduate Student Success Center hosted its first Paint 'n Sip event, featuring a contracted artist who guided students through a relaxing and engaging painting activity. Attendees enjoyed Shirley Temples and received goodie bags while mingling and sharing their creations.
- September 21st: The Graduate Student Success Center supported the Saturday Study Session initiative, offering students a safe and quiet environment to study on campus over the weekend. Snacks and drinks were provided to ensure an optimal study experience.
- September 21st: The Graduate Student Success Center supported the collaboration between the SMSU and San Manuel during the largest three-day Pow Wow to date, celebrating Native American culture through song, dance, food, and art.
- General: Katie Wallen, Coordinator of the Graduate Student Success Center, has been invited to serve on this year's Grad Slam Advisory Board. Grad Slam is a competition where graduate students are challenged to present their thesis research in three minutes or less. Winners from the CSUSB campus receive a cash prize and move on to compete in the CSU systemwide competition.

Program Board:

- September 10th: Program Board supported the ASUA and SMSU Resource Roundup initiative, aimed at consolidating various campus resources in one location for students to discover available services. The first 200 attendees enjoyed a complimentary lunch from Carl's Jr.
- September 13th: Program Board hosted its annual Todos Bailan event with a twist this year: a cumbiaton. Students and the campus community danced the night away with Rocio Pineda, "The Lady of Cumbia." Attendees learned about their voting rights and how to register with the organization Grita Canta Vota. The first 200 attendees enjoyed complimentary food from Papas El Guero.
- September 21st: Program Board supported the collaboration between the SMSU and San Manuel during the largest three-day Pow Wow to date, celebrating Native American culture through song, dance, food, and art.

- September 23rd: The Program Board team has been diligently working to onboard their final Student Assistant position. Interviews were conducted on September 23rd, and the team is currently evaluating candidates to finalize their selection.
- September 25th: Katie Wallen, Coordinator of Program Board, will assist with the annual California Native American Day week, during which children from local school districts visit campus to learn about and appreciate the cultures of California's Native Americans.
- September 27th: Katie Wallen, Coordinator of the Program Board, will assist with the annual Latino Educational and Advocacy Days (LEAD) Summit, which addresses issues and challenges faced by the LatinX community. The summit brings together students, educators, and community members to discuss and advocate for meaningful change in the academic sphere.
- General: Program Board is a proud partner of Homecoming as a Student Zone leader. We have been actively participating in the planning meetings to assist with this year's Homecoming events.

Rancho Mirage Student Center:

- On September 4th, the Rancho Mirage Student Center (RMSC) hosted the event titled "Welcome Back, Pack!" This gathering provided an opportunity for students to engage with their peers through activities such as Wii Sports, Just Dance, and karaoke, while enjoying refreshments including smoothies, an ice cream sundae bar, and frozen treats. The event attracted 105 participants, a great way to start the school year!
- The RMSC is collaborating with the Student Success Studio and College Possible to commemorate Hispanic Heritage Month at the Palm Desert Campus (PDC). On September 16th, the RMSC Lounge hosted a celebration of "El Grito," featuring a reenactment of the Grito de Independencia ceremony. The event included an enriching and informative conversation on the historical significance of El Grito and the observance of Mexican Independence Day. We had 43 participants in total.
- On September 19th, our "Coyote Sunset" event took place from 5 PM to 8 PM on the RG Lawn. Participants engaged in painting activities while enjoying bacon-wrapped hot dogs and nachos. Students voted on watching the movie "10 Things I Hate About You". This event fostered community building and peer connections. We had a total of 82 participants.
- In further celebration of Hispanic Heritage Month, the RMSC led the event "a-MAIZ-ing Grace." This program allowed students to explore the cultural significance of elotes and other crops integral to Hispanic heritage, with a particular focus on those cultivated in the Coachella Valley. Participants also learned about the implications of the Bracero Program and its relevance to Hispanic history. Attendees enjoyed popcorn and esquites, with a total of 64 participants engaging in this enriching experience.

Upcoming Events

Financial Literacy Center:

- Better Money Habits Presentation- October 3- 12pm-1pm
- Chase Lunch and Learn Series- October 15- 12pm-1:30pm

Graduate Student Success Center:

- Murder Mystery Mixer- October 21- 6pm-8pm
- Graduate Student Talent Showcase- November 19- 6pm-8pm

Program Board:

- Howl at the Moon Dance- October 18- 7pm-10pm
- Cosmic Coyote- November 7- 9pm-1am
- Winter Wonderland- December 3- 6pm-9pm

Rancho Mirage Student Center:

- Fall in Love with PDC – September 25th – 12pm-1pm
- The History of Pinatas – September 30th 12pm-2pm
- Buenas! It's Loteria Time! - October 8th 12pm-1pm
- La Ultima Y Nos Vamos – October 15th 12pm-2pm
- Fall Fest – October 10th, 6pm-9pm
- Homecoming Week 10/21-10/26
- Dia De Los Muertos – October 31st 11:30am – 1:30pm

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

PERSONNEL POLICY

SUBJECT: Children in the Workplace

REFERENCE: SMSU Personnel Policies Manual; SMSUPM 915

The Santos Manuel Student Union values a workplace culture that fosters a healthy and appropriate balance between workplace obligations and family demands. In keeping with this value, the SMSU has established the following policy to provide guidance on when and under what circumstances children can appropriately be present in the SMSU workplace.

This policy applies to all employees (professional staff, hourly staff, and student assistants) for whom the need to bring dependent children to the workplace may arise. This policy does not apply to a minor child's participation in SMSU/CSUSB sponsored programs or attendance at SMSU/CSUSB sponsored special events to which children and/or families may be invited. Similarly, participation in an approved educational event that permits children to observe and/or participate in parents' or guardians' work activities is permitted.

Policy:

Whenever is operationally practicable, managers should honor an employee's request for flexibility to meet unexpected family needs that may require an employee's attention during normal working hours. So long as operational conditions and workloads will reasonably permit, managers are expected to work with employees in order that such unexpected needs can be met by using breaks, lunch periods, flexible work schedules, adjusted hours, vacation leave or other alternative work arrangements.

Regular and extended presence of children during work hours is not permitted due to the potential for interruption of work or University activities, as well as the potential for such presence to negatively impact productivity and/or present avoidable exposure to safety risks and/or potential legal liability. The workplace may not be used as an alternative to regular child care, and bringing children to the workplace on a frequent basis, such as during school breaks or before/after school is not permitted. Likewise, a child who is ill and thus unable to attend school or day care may not be brought to the workplace.

Subject to the limitations described in this policy, visits by children of employees are permissible, provided that advance supervisory and human resource approval is sought and obtained by the employee. Approval is at the discretion of the supervisor in consultation with

the Human Resources Manager. An employee who brings a child to work without prior approval will be asked to leave.

No minor may ever be allowed into an area that is potentially hazardous. Such prohibited areas include custodial closets, maintenance offices, storage rooms, service corridors, behind Coyote Lanes, and anywhere tools or hazardous materials are present.

During any such visits, minor children may not be left unsupervised, nor may they be placed under the supervision of other employees that are on the clock. The presence of the child may not disrupt the work environment or negatively affect the productivity of the employee who brought the child, the employee's colleagues, or CSUSB students.

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

PERSONNEL POLICY

SUBJECT: Mandatory Training Completion

REFERENCE: SMSU Personnel Policies Manual; SMSUPM XXX

POLICY: This policy outlines the procedures and responsibilities for the assignment, completion, and monitoring of mandatory training to ensure legal compliance, a safe work environment, and the continuous development of employees.

The Santos Manuel Student Union (SMSU) values its employees and prioritizes their development through effective training programs. Mandatory training ensures that all employees, including student workers, comply with federal, state, and organizational requirements, reducing legal, financial, and safety risks. These trainings promote a safe, compliant, and inclusive work environment while aligning with SMSU's strategic goals.

All SMSU employees are required to complete assigned mandatory trainings within specific timeframes. This includes compliance with legal requirements (e.g., OSHA, anti-harassment laws) and training in organizational policies. Mandatory training supports both organizational success and employee development by ensuring that staff remain up-to-date with evolving regulations and best practices.

SMSU will provide employees with the time and resources to complete mandatory training during working hours.

Responsibilities:

Employees:

1. **Training Completion:**

Employees must complete all mandatory trainings within 30 days of the training assignment date. These trainings are essential for maintaining a safe, compliant workplace and may be delivered through platforms such as CSULearn and Praesidium.

2. **Email Monitoring:**

Employees are required to monitor their Outlook work emails regularly for training notifications and deadlines. This is considered a fundamental part of their job responsibilities.

3. **Request for Support:**

If employees face challenges in accessing or completing trainings, they should promptly contact their supervisor or the Human Resources Manager.

Supervisors:

1. **Facilitating Completion:**
Supervisors are responsible for ensuring that employees are provided with sufficient time and resources to complete assigned trainings during work hours.
2. **Monitoring Compliance:**
Supervisors must stay informed of their team's compliance status and work with HR to address any lapses.

Human Resources:

1. **Tracking and Reporting:**
The HR Manager will track employee compliance and notify supervisors of any employee who is out of compliance with training deadlines.
2. **Disciplinary Action Coordination:**
The HR Manager will collaborate with supervisors to implement corrective actions for non-compliance, including coaching and, if necessary, disciplinary measures.

Non-Compliance Procedures:

1. **Student and Non-Exempt Employees:**
If student or non-exempt employee does not complete the required training within the allotted 30 days, they will be removed from their work schedule until the training is complete.
2. **Exempt Employees:**
For exempt employees, failure to complete mandatory training within the required timeframe may result in progressive disciplinary actions, ranging from discussions to more formal measures, depending on the situation.

Types of Mandatory Training:

1. **Legal Compliance and Policies:**
This includes, but is not limited to, trainings mandated by state and federal laws, such as Occupational Safety and Health Administration (OSHA) requirements, sexual harassment prevention, mandated reporter, CPR/AED/First Aid, and nondiscrimination policies.
2. **Job-Specific Training:**
Depending on the employee's role, specific technical or industry-related trainings may be required. For example, employees working in specialized fields may require additional certifications or training to maintain compliance with industry standards.

Training Process:

1. **New Hires:**
All new employees must complete mandatory onboarding training within their first 30 days of employment. This training will cover both compliance and job-specific skills.

2. Ongoing Training:

Employees will be required to complete additional mandatory trainings throughout their employment to stay up-to-date with evolving laws and regulations. These trainings must be completed within 30 days of the training assignment date.

3. Notification and Deadlines:

Training assignments will be communicated via employee's Outlook work email, with links to the relevant platforms and instructions for completion if applicable.

Record Keeping and Monitoring:

1. Certification and Documentation:

Upon successful completion of mandatory training, employees will receive certifications, which will be automatically recorded in the appropriate learning management system. HR and the employee will have access to training records for compliance monitoring. Employees will be notified when certifications are about to expire through CSULearn emails to their Outlook work email, from the HR, or from their supervisor, as a reminder that they are due for retraining.

2. Reporting and Auditing:

HR will regularly review training completion rates and provide supervisors with reports on their team's compliance status.

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

PERSONNEL POLICY

SUBJECT: Paid Leaves of Absence

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 715
CA Govt Code § 19775 – Military Leave
CA Govt Code § 19859.3 – Bereavement Leave
California Code, Labor Code - LAB § 1510 – Organ and Bone Marrow Donor
Leave
Healthy Families Act of 2014 – Paid Sick Leave Law**

Santos Manuel Student Union management, regular, emergency, and temporary employees shall, when qualified, be entitled to paid leaves of absence for medical disability, family illness, military service, jury duty, or bereavement. It shall be the responsibility of the employee's supervisor, in conjunction with the Human Resource and Risk Manager, to ensure that requests for such absences are acted upon in a fair and equitable manner, and that policy requirements are adhered to. Employees should give advance notice whenever possible.

Sick Leave:

1. Santos Manuel Student Union employees shall be eligible for paid sick leave upon completion of one month of continuous service. Accrual rate for leave shall be eight (8) hours of credit for each qualifying month of full-time service. Part-time employees shall accrue leave at the rate of two (2) hours for each forty (40) hours of service. Such leave may not be awarded prior to the day on which it is credited and shall not be granted beyond time which has been accrued. When ill, employees should notify their supervisor as soon as possible, and no later than one hour after the time scheduled to start work.
2. The Santos Manuel Student Union Human Resource Office will require the employee to submit substantiating evidence that the absence is for an authorized reason if the absence is more than three (3) consecutive work days. This may include certification by an attending physician for absences due to illness.
3. Absences chargeable to sick leave include:
 - a. Illness, injury or exposure to a contagious disease.
 - b. Self-care
 - c. Treatment or examination by a licensed medical practitioner.

- d. Illness or injury in the immediate family. Use of sick leave in this category is limited to one-half the employee's annual sick leave accrual.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, designated person, registered domestic partner and child thereof, significant other, and co-habitant. The designated person is a person identified by the employee at the time the employee requests sick leave. An employee may identify a designated person every 12 months. The 12 months begin with the first identification of a designated person. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

Catastrophic Leave

The Santos Manuel Student Union Catastrophic Leave policy shall mirror the campus Catastrophic Leave policy whenever possible. A catastrophic illness or injury is one which has totally incapacitated the employee from work, typically for an extended period of time, which would be defined as more than three working days. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family if this results in the employee being required to take time off for an extended period of time in order to care for the family member.

A doctor's note must be submitted to the Santos Manuel Student Union Human Resource and Risk Manager which indicates any special circumstances which cause the illness or injury to be catastrophic. In addition, qualifications and paperwork similar to FMLA-approved leave will be required in order to request Catastrophic Leave.

All leave credits (sick leave, vacation, personal holiday, etc.) must be exhausted prior to receiving Santos Manuel Student Union Catastrophic Leave credits. In some instances, it may be possible to pre-apply and receive approval to participate in the Catastrophic Leave program. In these cases, the employee must submit a detailed plan showing proposed absence periods, how and when all leave credits would be exhausted and the projected amount of Santos Manuel Student Union Catastrophic Leave credits that would be needed to compensate for the employee absence.

To donate Catastrophic Leave Credits: Santos Manuel Student Union full-time employees will be notified by email whenever an approved Catastrophic Leave situation arises. SMSU full-time employees may donate sick leave or vacation credits at a maximum amount of 40 hours per individual, per occurrence. Donated leave credits are not deemed donated until they have been transferred to the recipient through Payroll.

Organ and Bone Marrow Donor Leave:

The Santos Manuel Student Union provides eligible employees up to 30 business days in a 12-month period of paid leave to donate an organ to another person, and up to five business days in a 12-month period of paid leave to donate bone marrow to another person. An additional unpaid leave of up to 30 business days in a 12-month period may be granted to an employee donating an organ.

To be eligible, employees must have been employed with the SMSU for 90 days immediately preceding the commencement of leave. Written certification that the employee is a bone marrow or organ donor and that the procedure is medically necessary will be required.

Employees should request leave under this policy with as much advanced notice as practicable. During leave under this policy the SMSU will maintain coverage for employees and their family members who participate in the SMSU's health plan on the same terms as if the employees had continued to work. If applicable, employees should arrange to pay their share of health plan premiums while on leave. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. Upon returning from leave under this policy, employees will typically be restored to their positions, or to equivalent positions, with equivalent pay, benefits, and other employment terms and conditions.

Bereavement and Funeral Leave:

Employees are eligible for five days of bereavement leave with pay for each death of an immediate family member. Bereavement leave must be taken within 3 months of the date of death.

For purposes of this policy, the term "immediate family" shall include spouse, parent, grandparent, in-law, sibling, child, registered domestic partner and child thereof, significant other, and co-habitant. Registered domestic partner is defined pursuant to California law. Any other relative residing in the employee's immediate household, except domestic employees, roomers, or roommates, is also included under the term "immediate family".

Reproductive Loss Leave

Employees are eligible for five days of reproductive loss leave with pay for a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The leave must be completed within 3 months of the reproductive loss event. If an employee suffers more than one reproductive loss event within 12 months, the SMSU will only provide up to 20 days of paid leave.

Time Off for Voting

If an employee does not have sufficient time outside of regular working hours to vote in an official state-sanctioned election, the employee may take off up to 2 hours of paid leave to

vote. Such time off shall be taken at the beginning or the end of the regular working shift. Under these circumstances, an employee will be allowed a maximum of two hours of time off. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

Military Leave:

General leave and re-employment rights. Any employee of Santos Manuel Student Union who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. Eligibility for military leave extends to part-time employees, but does not apply to temporary employees. However, other temporary employees returning from military service are reemployed to the extent required by law. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, the Santos Manuel Student Union complies fully with all federal and state laws granting leave and employment rights to employees. Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Pay and benefit procedures. Employees with at least six months' service with the Santos Manuel Student Union are eligible for up to six months' supplemental pay and full benefits when they are absent due to a service obligation with a military reserve or National Guard unit. This supplemental pay equals the amount by which an employee's straight-time pay exceeds military pay. To qualify for benefits, employees must arrange to continue contributing their share of benefit costs.

Unpaid leave. Employees absent longer than six months due to a military service obligation are placed on unpaid military leave unless they have vacation leave that they choose to apply to their absence. Employees who enlist or are drafted are placed on open-ended unpaid military leave.

Health care continuation coverage. Employees on unpaid military leave are suspended from participation in the Santos Manuel Student Union benefit plans, but can purchase up to 24 months of continued health coverage if they opt to pay the full premium for the coverage. For more information on health care continuation rights, contact the Santos Manuel Student Union Human Resource and Risk Manager.

Life insurance coverage. The group term life/AD&D insurance provided by the Santos Manuel Student Union will terminate the day the employee becomes active military. Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance company within 31 days immediately following the termination of coverage.

Time Off accrual. Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

Jury Duty:

Santos Manuel Student Union managerial, regular, temporary, and emergency employees who have been summoned to jury service shall be granted a leave of absence. In this case, employees must notify their supervisor of the summons, in writing, prior to commencing such service. Verification of summons will be required by the Human Resources and Risk Manager.

Parental Leave:

Parental leave is paid leave for the birth of an employee's child or the placement of a child with the employee through adoption or foster care.

- Leave is up to thirty (30) workdays per calendar year per event.
- Leave must commence within 60 days of the child's arrival.
- Leave runs concurrently with any other related leave to which an employee is entitled (i.e. CFRA, FMLA, Disability).
- Leave must be used within 12 weeks of the birth or adoption of a child.
- Employees must have at least 12 months of SMSU service to be eligible.

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

PERSONNEL POLICY

SUBJECT: Unpaid Leaves of Absence

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 720
California Family Rights Act
Family and Medical Leave Act
Paid Family Leave**

Unpaid Leave of Absence (Non-FMLA/CFRA)

Santos Manuel Student Union employees may be granted an unpaid leave of absence for a period of up to one (1) year. Such leaves may be approved by the Santos Manuel Student Union's appointing authority for incapacitating illness or injury, parental requirements, or other satisfactory reasons as determined by the Executive Director in conjunction with the Human Resource Manager.

A written application for leaves in this category must be submitted to the Santos Manuel Student Union Human Resource Manager. They will consult with the Executive Director who will determine whether the request will be granted and establish conditions of such a leave. If the request is granted, the employee will not earn service credit during the period of leave and may not return to pay status prior to the expiration of leave without written approval of the Executive Director.

The Santos Manuel Student Union will attempt to return the employee to their classification at the end of the leave; however, there are no guarantees.

Family Medical Leave (CFRA/FMLA)

The Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) are federal and state laws that allow eligible employees of covered employers to take unpaid, job-protected leave. The Santos Manuel Student Union will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in state or federal law. In certain situations, federal law requires that provisions of state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact Human Resources as soon as you become aware of the need for a family or medical leave. The following is a summary of the relevant provisions. Any differences between CFRA and FMLA are outlined below.

Employee Eligibility - FMLA

To be eligible for FMLA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by the Santos Manuel Student Union within 75 miles.

Employee Eligibility – CFRA

To be eligible for CFRA benefits, an employee must: (1) have worked for the Santos Manuel Student Union for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months.

Leave Available - FMLA

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first use of the leave. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for a covered family member (spouse, minor or dependent child, or parent) with a serious health condition; (3) the employee is unable to work because of his or her own serious health condition (including pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, child (of any age), or parent who is a member of the United States Armed Forces; or (5) to care for a member who is a current servicemember or veteran with a serious illness or injury.

Leave Available - CFRA

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. A 12-month period begins on the date of an employee's first use of the leave. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for a covered family member (spouse, registered domestic partner, child of any age, child of domestic partner, parent, parent-in-law, sibling, grandparent, grandchild, or designated person) with a serious health condition; (3) the employee is unable to work because of his or her own serious health condition (excluding pregnancy); (4) a qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent who is a member of the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Designated Person is defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees are limited to one designated person per 12 month period.

Under some circumstances, employees may take family and medical leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Pregnant employees may have the right to take pregnancy disability leave in addition to family and medical leave; such employees should contact their Human Resources regarding their individual situations.

Certain restrictions on these benefits may apply.

FMLA/CFRA Use

In circumstances where a leave qualifies for both FMLA and CFRA, the leave will run concurrently for a total of 12 weeks. It is possible that an employee could qualify for 12 weeks of CFRA and then qualify for 12 weeks of FMLA due to the differences in reasons for leave or covered family members.

Notice and Certification

Employees seeking to use family or medical leave may be required to provide:

- (1) 30-day advance notice when the need for the leave is foreseeable; and
- (2) Medical certification from a health-care provider (both prior to the leave and prior to reinstatement).

When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Santos Manuel Student Union's operation.

Compensation during Leave

FMLA and CFRA are unpaid. The Santos Manuel Student Union may require an employee to use accrued paid leave such as vacation to cover some or all of the family and medical leave. The use of paid time-off will not extend the length of the leave to which you are otherwise entitled.

Benefits during Leave

The Santos Manuel Student Union will continue to pay its share of your group health insurance premiums for an employee on family and medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

Employees on family and medical leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage

through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact Human Resources for further information.

Job Reinstatement

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee returning from a family and medical leave has no greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if an employee on family and medical leave would have been laid off had leave not been taken, or if an employee's position is eliminated during the leave, the employee would not be entitled to reinstatement. An employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using family and medical leave.

Unlawful Acts

It is unlawful for the Santos Manuel Student Union to interfere with, restrain, or deny the exercise of any right provided by state or federal law. It is also unlawful for the Santos Manuel Student Union to refuse to hire or to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceedings related to family and medical leave.

Disability Insurance (DI) and Paid Family Leave (PFL)

Disability Insurance (DI) and Paid Family Leave (PFL) provide wage replacement benefits; they do not provide job protection. DI provides up to 52 weeks of paid benefits when an employee is unable to work and has a wage loss due to their own non-work-related illness, injury, pregnancy or childbirth. PFL provides up to eight weeks of pay when an employee has a wage loss due to taking time off work to care for a seriously ill family member, bond with a new child, or to participate in a qualifying event because of a family member's military deployment to a foreign county. **The law does not create a new right to a leave of absence**, but rather provides pay for the time an employee is off work for a covered reason. DI and PFL runs concurrently with FMLA leave and CFRA leave, California's FMLA counterpart. There is no guarantee of reinstatement after taking Paid Family Leave. For more information, contact Human Resources or visit www.edd.ca.gov.

Pregnancy Disability Leave

The Santos Manuel Student Union will grant an unpaid pregnancy disability leave to employees disabled on account of their pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and certified as such by an attending physician.

Leave Available

An employee disabled due to pregnancy, childbirth, or related medical conditions may take up to a maximum of four months leave. As an alternative, the Santos Manuel Student Union may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law.

Notice and Certification Requirements

Employees requesting to take pregnancy disability leave must provide the Santos Manuel Student Union with a certification from a health-care provider.

Compensation during Leave

Pregnancy disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits during Leave

If the employee taking pregnancy disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks per 12-month period if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical leave laws, employees on pregnancy disability leave will receive continued paid coverage on the same basis as employees taking other leaves.

Employees on pregnancy disability leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for the amount of the relevant premium. Employees should contact their supervisor or the Administrative Office for further information.

Reinstatement

Upon the submission of a medical certification from a health care provider that an employee is able to return to work, the employee will, in most circumstances, be offered the same position held at the time of the leave or an equivalent position. However, an employee is not entitled to

any greater right to reinstatement than if the employee had been employed continuously rather than on leave. For example, if the employee had been laid off if they had not gone on leave, then the employee would not be entitled to reinstatement. Similarly, if the employee's position has been filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently while the employee was on leave, and there is no equivalent position available, then reinstatement would be denied.

Workers' Compensation Disability Leave

The Santos Manuel Student Union will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. As an alternative, the Santos Manuel Student Union will try to reasonably accommodate such employees with modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

Notice and Certification Requirements

Employees must report all injuries and illnesses—no matter how small—to their immediate supervisor. In addition, employees must provide the Santos Manuel Student Union with a certification from a health-care provider.

Compensation during Leave

Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability, workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.

Benefits during Leave

If the employee taking workers' compensation disability leave is eligible for leave under the federal or state family and medical leave laws, the Santos Manuel Student Union will maintain your group health insurance coverage for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the Santos Manuel Student Union may recover premiums it paid to maintain health coverage for an employee who fails to return to work following workers' compensation disability leave. If ineligible under the federal and state family and medical leave laws, employees on workers' compensation disability leave will receive continued coverage on the same basis as employees taking other leaves.

Employees on workers' compensation disability who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Santos Manuel Student Union in conjunction with federal COBRA guidelines, if applicable, by making monthly payments to the Santos Manuel Student Union for

the amount of the relevant premium. Employees should contact the Administrative Office for further information.

Reinstatement

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had they not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Santos Manuel Student Union's ability to operate safely and efficiently during the leave, and there are no equivalent positions available, then the employee would not be entitled to reinstatement.

Time Off for Child's School Activities

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, inclusive, and wish to take unpaid time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the Santos Manuel Student Union of your planned absence. Employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off. The Santos Manuel Student Union requires documentation from the school noting the date and time of your visit after it is completed.

If both parents of a child work for the Santos Manuel Student Union, only one parent—the first to provide notice—may take the time off, unless the Santos Manuel Student Union approves both parents taking time off simultaneously.

School Leave (Suspension)

If it is necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her supervisor as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose. Such time off is unpaid.

Time Off for Adult Literacy Programs

The Santos Manuel Student Union will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Santos Manuel Student Union assist him or her in enrolling in an adult literacy program, unless undue hardship to the Santos Manuel Student Union would result.

The Santos Manuel Student Union will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The Santos Manuel Student Union will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact management directly. Further, individuals who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While the Santos Manuel Student Union encourages employees to improve their literacy skills, the Santos Manuel Student Union will not reimburse employees for the costs incurred in attending a literacy program. Non-exempt employees may use vacation pay to make up for absences from work to attend literacy classes. Time off to attend classes is unpaid.

Volunteer Firefighters, Emergency Rescue Personnel, and Reserve Peace Officers

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, or other legally eligible emergency rescue personnel or reserve peace officers. Employees who serve as a volunteer firefighter may take up to 14 days of leave per calendar year for the purpose of engaging in fire or law enforcement training. Please alert your supervisor so that they are aware of the fact that you may have to take time off for emergency duty. If you need to take time off for emergency duty, please inform your supervisor before doing so where possible. Time off for such duty is unpaid.

Time Off for Victims of Sexual Assault or Domestic Violence

The Santos Manuel Student Union will not discriminate against employees who are victims of crime if they take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. The Santos Manuel Student Union will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence or sexual assault victim or his or her child. Such time off is unpaid and certification of sexual assault will be required for time off to be granted.

The Santos Manuel Student Union will not discriminate or retaliate against an employee who is a victim of domestic violence for taking time off from work, which will be unpaid, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a domestic violence program or a shelter, program, or rape crisis center, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected employees must give the Santos Manuel Student Union reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the Santos Manuel Student Union will take no action against affected employees if, within a reasonable time after

the appearance, they provide the Santos Manuel Student Union with documentary evidence that their absence was required for any of the above reasons. Affected employees may use vacation, personal leave or other accrued time off (if available).

Time Off for Victims of Violent Crimes

Employees who are victims or related to victims of a violent felony (defined in Penal Code § 667.5(c)), a serious felony (as defined in Penal Code § 1192.7(c)), or a felony statute prohibiting theft or embezzlement, may take unpaid time off from work to attend judicial proceedings related to the crime. "Related to" means the employee's spouse, child, stepchild, brother stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or the child of a registered domestic partner. The employee must give the Santos Manuel Student Union a copy of a notice in advance of each scheduled proceeding. If it is impossible to do so, the employee must give the Santos Manuel Student Union such notice within a reasonable time after the proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the office of the victim's advocate. An employee may use vacation time, personal leave time, or sick leave for the purpose of attending the proceeding. The Santos Manuel Student Union shall keep confidential all records pertaining to this time off.

Time Off for Voting

~~If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.~~

Lactation Accommodation

The Santos Manuel Student Union shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. As far as possible, this break time shall run concurrently with any break time already provided by law to the employee. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid and employees provided with such break time shall record it on their timesheets. The Santos Manuel Student Union is not required to provide such break time if it would seriously disrupt operations.

The Santos Manuel Student Union shall make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this policy.

Civil Air Patrol Leave

Employees responding to an emergency operational mission of the California Wing of the Civil Air Patrol may take 10 days per calendar year of unpaid Civil Air Patrol leave.

Military Spouse Leave

Employees who work more than 20 hours per week may take up to a 10 day unpaid leave of absence. Employees must provide notice that their spouse will be on leave from deployment.

Military and Reserve Duty Leave

An employee who is a member of the reserve corps of the US Armed Forces, the National Guard, or the National Militia may take an unpaid leave of up to 17 days per year while engaged in military duty.

Lessee	Suite Number	Square Footage	Cost Per Sq. Ft. per month Facility Use	Total Annual Cost for Facility Use	\$.543 Per Sq. Ft. per month For Utilities & Custodial	Total Annual Cost for Utilities & Custodial	Total Annual Cost for Facility, Utilities & Custodial	Lease Terms	
Associated Students Incorporated.	SUN 304	3,587	\$ 1.00	\$ 1.00	\$ 1,947.74	\$ 23,372.89	\$ 23,373.89	01/01/2022 - 12/31/2026	
Office of Student Engagement	SUN 302	2,339	\$ 2,339.00	\$ 28,068.00	\$ 1,270.08	\$ 15,240.92	\$ 43,308.92	01/01/2022 - 12/31/2026	
Career Center	SMSU South 108/112	Suite108: 2055	\$ 2,055.00	\$ 24,660.00	\$ 1,115.87	\$ 13,390.38	\$ 38,050.38	02/01/2022 - 01/31/2027	
		Suite 112: 854	\$ 854.00	\$ 10,248.00	\$ 463.72	\$ 5,564.66	\$ 15,812.66		
Den/Basic Needs	SMSU South 224	1,600	\$ 1,600.00	\$ 19,200.00	\$ 868.80	\$ 10,425.60	\$ 29,625.60	08/01/2021 - 09/30/2026	
Basic Needs	SMSU South 118	1,438	\$ 2,545.26	\$ 30,543.12	\$ 780.83	\$ 9,370.01	\$ 39,913.13	07/17/2023 - 6/30/2028	
VPSA	SMSU South 222/223	Suite 222: 2,000	\$ 2,000.00	\$ 24,000.00	\$ 1,086.00	\$ 13,032.00	\$ 37,032.00	01/01/2022 - 12/31-2026	
		Suite 223: 575	\$ 575.00	\$ 6,900.00	\$ 312.23	\$ 3,746.70	\$ 10,646.70		
Office of First Year Experience	SMSU South 203	1,762	\$ 1,762.00	\$ 21,144.00	\$ 956.77	\$ 11,481.19	\$ 32,625.19	02/01/2022 - 01/31/2027	
Undocumented Student Success Center	SMSU North 3313	1,055	\$ 1,867.35	\$ 22,408.20	\$ 572.87	\$ 6,874.38	\$ 29,282.58	5/1/2023 - 4/30/2024	
ASUA Tutoring Center	SMSU South 220 & 221	772	\$ 1,366.44	\$ 16,397.28	\$ 419.20	\$ 5,030.35	\$ 21,427.63	9/1/2023-6/30/2024	
Title IX Office	SMSU South 103	647	\$ 1,145.19	\$ 13,742.28	\$ 351.32	\$ 4,215.85	\$ 17,958.13	7/1/2023 - 6/30/2024	
				\$ 217,311.88			\$ 121,744.94	\$ 339,056.82	

Year	Fall Headcount	Student Fees (Fall)	Fall Fees	Spring Headcount	Student Fees (Spring)	Spring Fees	Total Fees	Revenue 2% Increase	Discontinuation	Exp. Reserve	Exp. Total	Revenue 2% Increase (1/1/20)	Revenue 2% Increase (1/1/20)	Operating Expenses (1/1/20)	Income	Expenses	Return to Reserves
2025-2026	17650	\$ 505.42	\$ 8,920,460.83	16370	\$ 498.19	\$ 8,155,171.02	\$ 17,075,631.86	\$ 1,639,800.00	\$ 53,000.00	\$ 403,000.00	\$ 6,169,175.00	\$ 4,548,251.00	\$ 2,068,470.00	\$ 3,128,151.00	\$ 18,715,431.86	\$ 16,370,047.00	\$ 2,345,384.86
2026-2027	17229	\$ 523.67	\$ 9,022,519.90	15849	\$ 516.29	\$ 8,234,515.73	\$ 17,257,035.62	\$ 1,672,596.00	\$ 53,000.00	\$ 403,000.00	\$ 6,183,630.00	\$ 4,620,856.00	\$ 2,530,951.00	\$ 3,315,840.06	\$ 18,929,631.62	\$ 17,107,277.06	\$ 1,822,354.56
2027-2028	16809	\$ 541.92	\$ 9,109,241.66	15529	\$ 534.39	\$ 8,298,649.19	\$ 17,407,890.85	\$ 1,706,047.92	\$ 53,000.00	\$ 403,000.00	\$ 6,126,506.00	\$ 4,693,461.00	\$ 2,993,432.00	\$ 3,514,790.46	\$ 19,113,938.77	\$ 17,784,189.46	\$ 1,329,749.31
2028-2029	16389	\$ 560.17	\$ 9,180,626.13	15109	\$ 562.49	\$ 8,347,571.41	\$ 17,528,197.54	\$ 1,740,168.88	\$ 53,000.00	\$ 403,000.00	\$ 6,128,593.00	\$ 4,766,066.00	\$ 3,455,913.00	\$ 3,725,677.89	\$ 19,268,366.42	\$ 18,532,249.89	\$ 736,116.53
2029-2030	15969	\$ 578.42	\$ 9,236,673.30	14689	\$ 570.59	\$ 8,381,282.39	\$ 17,617,955.69	\$ 1,774,972.26	\$ 53,000.00	\$ 403,000.00	\$ 6,129,676.00	\$ 4,838,671.00	\$ 3,918,394.00	\$ 3,949,218.56	\$ 19,392,927.94	\$ 19,291,959.56	\$ 100,968.38



