



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Facilities & Sustainability Committee**

Zoom: <https://csusb.zoom.us/j/88135160112>

In-Person: SUN-3317

November 21, 2024 – 12:00pm

**MINUTES**

**Members Present:** Joselyn Gutierrez-Alfaro, Shardul Kulkarni, Ayanna McAlister, Isaias Mendoza-Placencia, Jocelyn Paz, Anthony Roberson

**Members Absent:** Sasha Baltazar, Sean Kinnally, Diana Ruiz

**Staff Present:** Elizabeth Junker

**Call to Order:** Meeting called to order by Chair Mendoza Placencia at 12:06p.m.

**Roll Call:** A verbal roll call was conducted. Quorum was not met. Only discussion items may be brought forward.

**Open Forum:** There were no speakers present for open forum.

**Approval of Minutes:** M/S Roberson/McAlister motion to table approval of minutes for October 24, 2024.

*Motion passed.*

*Controller Kulkarni arrived at the meeting at 12:10pm. Quorum met.*

**Adoption of Agenda:** M/S Roberson/Kulkarni motion to adopt agenda.

*Motion passed.*

**OLD BUSINESS:**

**FS 05/25 Implementation of Heritage Month Policy and Submission Form (Action, Roberson)**

M/S McAlister/Roberson motion to open FS 05/25 Implementation of Heritage Month Policy and Submission.

The Facilities and Sustainability Committee reviewed the implementation of FS 05-25: Heritage Month Policy and Submission Form, with updates to streamline event planning and ensure equity across heritage month celebrations. Key revisions to the Qualtrics submission form were presented, including:

1. Add to the submission form a disclaimer indicating submissions remain proposals until meetings with the SMSU Scheduling Office are arranged.

2. Add new fields to ensure accessibility requirements and marketing audience specifics are addressed, with clarified categories for students, faculty, staff, and community members. Event coordinators may select multiple audiences.
3. Heritage month events to target a defined percentage of students attendees, ensuring alignment with existing guidelines.
4. Implementation of a Likert scale for form responses to improve data accuracy.

A vote was taken to approve the updated submission form with amendments, including a clarification to the audience marketing question, allowing multiple selections and adding a note about student participation requirements. The committee will continue to meet bi-weekly to ensure timely processing of heritage month event submissions.

M/S Roberson/McAlister motion to approve amendments to FS 05/25 Implementation of Heritage Month Policy and Submission Form

**VOTE:**        5 In-Favor        0 Opposed        0 Abstention  
*Motion passed.*

M/S Roberson/McAlister motion approve FS 05/25 Implementation of Heritage Month Policy and Submission Form as amended.

**VOTE:**        5 In-Favor        0 Opposed        0 Abstention  
*Motion passed.*

**FS 06/25        SMSU South Projects (Discussion, Roberson)**

M/S Roberson/McAlister motion to open FS 06/25 SMSU South Projects

The committee received an update on current and upcoming projects for the SMSU South and North facilities:

1. SMSU South Projects:
  - Adventure Space: Development of the Adventure Space in suite 114 (formerly Yotie Drinks) is underway.
  - Event Center Audio-Visual Upgrade: Scheduled to commence on December 9, including upgrades to screens and Event Center C, in collaboration with GST and campus electricians.
  - Security Cameras: Transition from analog to digital cameras is being planned, with proposals expected soon.
  - Lighting Controls: Upgrading the outdated 2006 lighting control system is under consideration due to equipment obsolescence.
  - Restroom Upgrades: Plans to replace ceramic tiles in atrium restrooms from the 1990 building section.
  - Tenant Improvements:
    - Basic Needs Suite: Audio-visual upgrades funded by the tenant.
    - Career Center (Suite 108): Enhancements to kitchenette and shelving, funded by the center, with administrative fees applied for maintenance support.
2. SMSU North Projects:
  - Camera Additions: Addressing blind spots on the third floor and adding exterior cameras to enhance security in north and south.

- Commuter Lounge Development: Construction of a lounge in the former Coyote Market space to attract tenants and address space shortages on campus.

These projects aim to improve functionality, security, and aesthetics while aligning with budgetary priorities.

## **FS 07/25      Space Usage Overview (Discussion, Roberson)**

M/S Roberson/McAlister motion to open FS 07/25 Space Usage Overview

Mr. Roberson deferred his time to Mario Orellana, Event Services Manager. Mr. Orellana discussed the available reservable spaces within SMSU South and North buildings, highlighting their usage, versatility, and potential for programming.

The committee noted the high demand for several spaces, particularly those in SMSU South, and the flexibility of configurations that accommodate various programming needs. Opportunities for enhancing the use of underutilized spaces and outdoor areas were discussed, emphasizing the potential for further activation and revenue generation.

### **Announcements**

- Chair Mendoza Placencia congratulated Controller Kulkarni on his upcoming graduation and wished him the best in his future endeavors.
- Mr. Roberson announced that the facilities will be closed for the Thanksgiving holiday.

### **Adjournment**

M/S Roberson/McAlister motion to adjourn.

Meeting adjourned at 12:53pm.

Reviewed and respectfully submitted by:

*Isaias Mendoza*  
Isaias Mendoza (Jan 29, 2025 21:24 PST)  
Isaias Mendoza-Placencia, Chair

01/29/2025  
Date