

Call to Order: Karlos Marquez calls the meeting to order at 5:00 PM

Attendance: Cynella Aghasi (President), Karlos Marquez (Vice President), Zoe Martinez (Vice President of Finance), Trinity Morataya (Executive Assistant), and Social Sciences), Destiny Suarez (Sustainability), Rosa Martinez (College of Education, Kinesiology, and Social Work), Fausto Garcia (At-Large), Anisa Saechao (Athletics), Maria Marquez (Student Government Advisor), Joshua Costello (College of Arts, Humanities), Cesar Rumayor (ASI & SC Executive Director), Francesca Rasmus (College of Science), Santos Ayala (Graduates), Katie Rotan (Leadership Manager), Nicolette Padron (College of Business), Andy Klingelhoef (Interim Dean of Students), Pamela Martinez (Diversity), Michael Gomez (Student Clubs and Orgs), and Aletha Harven (Faculty Director)

Absent: None

Tardy: None

Guests: Krishan Malhotra, Christine Erickson Heather Dunn Carlton

Point Totals: 2 permanent points for Fausto Garcia (At-Large), 2 permanent points for Karlos Marquez (Vice President), 2 permanent points for Joshua Costello (College of Arts, Humanities), Santos Ayala (Graduates) and 2 permanent points for Nicolette Padron (College of Business).

Approval of Agenda:

Motion to approve agenda for May 11th, 2021 by Nicolette, seconded by Cynella

Motion passes 15-0-0 @ 5:03 PM

Approval of Minutes:

Motion to approve the minutes for March 23rd, 2021 by Destiny, seconded by Francesca

Motion passes 15-0-0 @ 5:06 PM

Motion to approve the minutes for April 13th, 2021 by Rosa, seconded by Destiny

Motion passes 15-0-0 @ 5:06 PM

Motion to approve the minutes for April 27th, 2021 by Destiny, seconded by Zoe

Motion passes 14-0-1 @ 5:07 PM

Open Forum:

Christine uses her time to praise Andy Klingelhoef for all the work he has done as an Interim Dean of Students and shares with the BODs that he has received Administrator of the Year for the entire Cal state system, CSSA. Christine says his leadership has been instrumental during the pandemic and she hopes he knows how lucky he is to be supported by the thousands of students around him. Christine continues and states that they are very grateful that Andy came out of retirement for Stan State and now he can retire for a third and final time. Christine thanks him for

his service and congratulates him on retirement. Krishan then announces that he was elected for CSSA Vice President of Legislative Affairs position for next year.

Announcements and Presentation:

Action Items:

- a. Approval of the ASI & SC Diversity, Inclusion and Belonging Statement Draft –
SC Executives – Time Certain 7:15pm

Melannie states they have shares the diversity statement to Code Red, the full time staff in both organizations, and the SC Board. She tells the BODs to feel free to suggest or revise anything. Melannie then states they tried to make this statement more action based and taking accountability for what our organizations do and what they hope to do in the future as opposed to creating a statement full of fluff. Melannie says this statement will be posted on the separate web pages for ASI and SC as well as the combined page since they are merged. There was then some debate on whether the wording regarding the statement should be changed, but the BODs concluded that the original wording was direct to the point.

- i. Motion to approve Approval of the ASI & SC Diversity, Inclusion and Belonging Statement Draft by Pamela, seconded by Destiny
- ii. Motion passes 15-0-0 @ 6:30 pm

- b. Approval of the ASI Marketing Assistant Job Description and Classification

Cynella says all the new positions will be professional staff positions. Cynella states this position supports and reports to the marketing and assessment manager. Cynella says their duties include supervising the marketing student assistants, conducting evaluations, drafting social media posts, and so on. Cynella lists that their qualifications are at least a BA in marketing or communications and some sort of experience with PR and digital media

- iii. Motion to approve the Approval of the ASI Marketing Assistant Job Description and Classifications by Pamela, seconded by Rosa
- iv. Motion passes 15-0-0 @ 5:15 pm

- c. Approval of the ASI Student Government Assistant Job Description and Classification

Cynella shares that this position would report and assist the leadership manager, which is Katie. Their duties include supervising the ASI student assistant positions, serve as an advisor to the board, elections chair and a lot more duties relating to student government. The qualifications include having a BA and some sort of experience which leadership and good people skills.

- v. Motion to approve the Approval of the ASI Student Government Assistant Job Description and Classification by Josh, seconded by Anisa
- vi. Motion passes 15-0-0 @ 5:17 pm

d. Approval of the ASI Programs Assistant Job Description and Classification

Cynella says this position reports to the ASI programs supervisor. The responsibilities include to provide input on programming plans and goals, assist drafting all paperwork, implement programming events and trainings, etc. Cynella says some of the qualifications are MBA, someone who has strong organizational skills, time management skills, and able to work in team-based environments.

- vii. Motion to approve the Approval of the ASI Programs Assistant Job Description and Classification by Destiny, seconded by Nicolette
- viii. Motion passes 15-0-0 @ 5:19 pm

e. Approval of the ASI Emergency Pay Policy

Cynella says this came up as they recognized that some of the student assistants report to work physically in the building and if the building were to close they would like to be able to pay those who are not able to telecommute to work. Cynella says this policy would be able to pay the student that are required to work out of the building for up to six weeks in case of emergency.

- ix. Motion to approve the Approval of the ASI Emergency Pay Policy by Destiny, seconded by Rosa
- x. Motion passes 15-0-0 @ 5:21 pm

f. Approval of the revised ASI & SC Professional Staff Classification/Salary Range

Cynella shows the revised professional staff classification and salary range whether they are currently filled or not. Cynella says the idea is to look at all the position and compare ability to one another and then come up with a range for each one. She says this doesn't mean the groups of positions are paid the same rather they're just at that classification for that particular position.

- xi. Motion to approve the Approval of the revised ASI & SC Professional Staff Classification/Salary Range by Zoe, seconded by Destiny
- xii. Motion passes 15-0-0 @ 5:24 pm

g. Approval of the ASI Purchasing Authority Policy

Katie says one of the main changes was currently all staff and students have to fill out a request payment form on any purchase. She gives an example if she has to purchase something for \$10 she has to submit a form and seek approval and the department managers have their own budget that they follow so whenever the committee met to

make changes to the policy they put it in here that any amount over \$5000 requires an RFP. If the request is below \$500 the department leads or professional staff do not have to submit an RFP

- xiii. Motion to approve the Approval of the ASI Purchasing Authority Policy by Pamela, seconded by Cynella
- xiv. Motion passes 15-0-0 @ 5:27 pm

h. Approval of the ASI Bid Requirement Policy

Cesar says the policy on pertains if a project is over \$50,000, if the project is under \$50,000 the normal process would still go to play. Cesar says the reasoning to have a bid policy in the first place is to avoid any potential conflict of interest

- xv. Motion to approve the Approval of the ASI Bid Requirement Policy by Francesca, seconded by Zoe
- xvi. Motion passes 15-0-0 @ 5:31 pm

i. Approval of the MOU for Administrative Management, Accounting and Financial Systems Access Services

Cesar states that MOU stands for Memorandum of Understanding which is a document that outlines what each party is responsible for. Cesar says for a nonprofit organization they outsource accounting and financial services to the university, so they have this MOU to outline what they are responsible for as the auxiliary nonprofit and what they are paying the campus to do for them.

- xvii. Motion to approve the Approval of the MOU for Administrative Management, Accounting and Financial Systems Access Services by Pamela, seconded by Nicolette
- xviii. Motion passes 15-0-0 @ 5:33 pm

j. Approval of the Resolution Recommending the Academic Colleges at Stanislaus State Develop Standardized Procedures for Uniform Recognition and Notification of Students Making the Dean's List or Honor List

Joshua states that the four college directors have been meeting with Maria and she helped them craft this resolution that advocates for a little more uniformity in the dean's list process. Joshua says one thing they would like to see on each college's site a description of what it takes to be on the dean's list and they would like to see those lists of students regularly maintained. Joshua then gives an example of how for the College of Arts, Humanities, and Social Sciences most recent dean's list is a few years old which is an issue because current student who put in the hard work and effort to make it on these lists deserve to be recognized.

- xix. Motion to approve the Approval of the Resolution Recommending the Academic Colleges at Stanislaus State Develop Standardized

Procedures for Uniform Recognition and Notification of Students Making the Dean's List or Honor List by Destiny, seconded by Zoe

xx. Motion passes 15-0-0 @ 5:40 pm

- k. Approval of the Resolution Requesting Career and Professional Development Center (CPDC) to Coordinate Multiple Career Industry Fairs that Focus on the Specific Needs of the Students within the Four Academic Colleges at Stanislaus State

Francesca says when coming into ASI one of her priorities was to have a career fair like meet the firm's night but specifically for the College of Science. She says after talking to Maria she has broaden her idea to creating a career fair for each perspective college. Francesca says Maria found information from Fresno State and how they have industry fairs which instead of grouping by college it grouped off by profession.

xxi. Motion to approve the Approval of the Resolution Requesting Career and Professional Development Center (CPDC) to Coordinate Multiple Career Industry Fairs that Focus on the Specific Needs of the Students within the Four Academic Colleges at Stanislaus State by Pamela, seconded by Nicolette

xxii. Motion passes 15-0-0 @ 5:45 pm

- l. Approval of the ASI 2021/22 Organizational Budget

Zoe says the approved budget for 2021-2022 is \$1,681,993.52 including the student fee revenue and LAIF account. Zoe then states they will be putting \$25,000 into reserves and have \$430 to spare. Zoe shares there was an increase to the student ASI of \$2

xxiii. Motion to approve the Approval of the ASI 2021/22 Organizational Budget by Pamela, seconded by Fausto

xxiv. Motion passes 15-0-0 @ 6:30 pm

Discussion:

Director Reports:

- a. Director, At Large: *Fausto Garcia*

No Report

- b. Director, Athletics: *Anisa Saechao*

Anisa states student athletes are able to return and play. Anisa shares that there are a handful of students who aren't even allowed to practice virtually and that Stan State is very fortunate of all the hard work Terry Donovan has done. The NCAA announced that they will be able to do voluntary training on June 1st. Anisa then reports that they have also sent a request to play in August which they are very hopeful about.

c. Director, Arts, Humanities, and Social Sciences: *Josh Costello*

No Report

d. Director, Business: *Nicolette Padron*

Nicolette reports that the commencement committee has extended out registration for graduates until tomorrow. She closes with saying she had a great year with all the BODs and she will be cheering them on the sidelines.

e. Director, Diversity: *Pamela Martinez*

No report

f. Director, Education, Kinesiology, and Social Work: *Rosa Martinez*

No report

g. Director, Housing and Residential Life: *(Vacant)*

h. Director, Graduate Students: *Santos Ayala*

Santos reports they are currently going through applications for hiring a new graduate so that will be incoming thing, hopefully, by the end of the summer and going into next semester will be hiring somebody for that position.

i. Director, Science: *Francesca Rasmus*

Francesca thanks the BODs for approving the resolution

j. Director, Student Organizations: *Michael Gomez*

Michael report they have to approve one of the murals for the grand staircase in the library and he will be meeting with them again on Friday and if he obtains the pictures he will send them in the group chat. Michael then reports that the ad hoc multicultural requirement committee is currently figuring out next year's plan.

k. Director, Sustainability: *Destiny Suarez*

Destiny gives an update regarding her grow kits and states that Wendy along with the Council for Sustainable Futures were excited and reached out saying they are interested in a partnership if we proceed with doing this again next year.

1. Dean of Students: *Andy Klingelhoef*

No Report

m. Faculty Member: *Aletha Harven*

Aletha thanks the BODs for inviting her and she states it has been a very impressive journey to watch all these intelligent and passionate individuals. She states she looks forward to next year.

Executive Reports: n/a

Other Reports: n/a

Closing Comments: n/a

Adjournment:

Michael motions to adjourn the meeting seconded by Nicolette. Motion carries 15-0-0. Marquez adjourns the meeting at 7:42 PM.

Minutes approved by:  Karlos Marquez (Jul 14, 2021 11:26 PDT)

Karlos Marquez, Vice President

Date: Jul 14, 2021