



California State University, Stanislaus  
**UNIVERSITY STUDENT UNION**  
**BOARD OF DIRECTORS**

**Minutes**

**Thursday, February 7, 2019**  
**MSR 130– 3:30pm**

Board Members

*Allysa Gonzales*  
*Chair*

*Jennifer Galeana-Vasquez*  
*Vice Chair*

*Georgina Salgado*  
*Secretary*

*Rayan Mulla*  
*Student Representative*

*Annelisa Cole*  
*Student Representative*

*German Silva*  
*Student Representative*

*Michelle Li*  
*Student Representative*

*Dylan McAlister-Becker*  
*Student Representative*

*Karmjit Bath*  
*Student Representative*

*Maria Marquez*  
*ASI Representative*

*Dr. Edward Erickson*  
*Faculty Representative*

*Ron Noble*  
*President's Designee*

*Dr. Darrell Haydon*  
*Business and Finance*  
*Representative*

*Alice Pollard*  
*Alumni Representative*

*Gary Potter*  
*Community Representative*

Advisors / Staff

*Cesar Rumayor*  
*Executive Director*

- I. **Call to Order** *Allysa Gonzales calls the meeting to order at 3:32pm*
  - a. **Roll Call:** *Allysa Gonzales, Jennifer Galeana- Vasquez, Cesar Rumayor, Georgina Salgado, Annelisa Cole, German Silva, Michelle Li, Dylan McAlister-Becker, Karmjit Bath, Maria Marquez, Dr. Edward Erickson, Dean Ron Noble, Dr. Darrell Haydon, Alice Pollard, Gary Potter*
  - b. **Points report**
    - *Georgina reports that there are pending points. Three pending points for Michelle Li, five pending points for Rayan Mulla, three pending points for German Silva, and two pending points for Allysa Gonzales*
- II. **Approval of Agenda for Thursday, February 7, 2019**
  - *A motion to approve the agenda for Thursday, February 7, 2019 is made by German Silva, second by Annelisa Cole. Motion carries 14-0-0.*
- III. **Approval of Minutes for Thursday, December 6, 2018**
  - *A motion to approve the minutes for Thursday, December 6, 2018 is made by German Silva second by Karmjit Bath. Motion carries 13-0-1.*
- IV. **Open Forum**
- V. **Presentation**
  - a. **Weekend Warrior Update- Lizbeth Rocha**
    - *Lizbeth shares the different trips that students have the opportunity to go on. Sharing that only currently enrolled Stan State students can attend the event at half the cost and with transportation provided. The four events for the semester will be to the Museum of Ice Cream and Pier 39, the Justin Timberlake Concert, the guided Yosemite hike, and a night tour of Alcatraz.*
    - *Dean Noble asked about the amount of tickets that were purchased for the Justin Timberlake concert.*
    - *Lizbeth states that she purchased 45 tickets for the event.*
    - *Karmjit asked about location of seats for the concert.*
    - *Lizbeth states that they are upper level seats.*
    - *Dylan asked if students would have to provide their own equipment for the hike.*

- *Lizbeth confirms that equipment will not be provided on our behalf but there will be options for the students to take a high intensity hike or a walkthrough, each guided by a naturalist.*
- *Michelle asked how many students are allowed on each trip.*
- *Lizbeth states there is a capacity of 45 students per trip.*
- b. Campus Pride Committee- Jocelyn Castellanos**
  - *Jocelyn states that a big transition was that the Campus Pride committee was dissolved and it was picked up by SGLC.*
  - *We are still promoting “Wear Red on Wednesday” by providing signage and incentives given on a biweekly basis.*
  - *We will still be doing the decal and license plate program during March and April, we also do this once a semester at the Stockton Campus.*
  - *Merchandise pop-up sales will also double and placed in different locations in order to be more accessible to students and give them the opportunity to show their Warrior Pride.*
  - *The “Why I Wear Red” Campaign began three semseters ago in order to promote wearing red on Wednesday. We post submissions on our website and social media. We are pushing towards more departments, faculty, and staff submissions.*
  - *Warrior Fanatics was added back into ASI and USU, its purpose it to get students out to athletic games. It is a program that provides incentives to students who attend various games. Students apply to the program and the more games they go to the more incentives they are able to reviece. All items they receive have the Warrior Fanatics logo and therefore they will be constantly promoting the program.*
  - *Jocelyn also states that on March 26 we will be hosting a Love Stan State event at the Stockton campus and we will also be having a Dec Your Tech event where students can bring their phones, laptops, etc. and place tech friendly decals on their items.*
  - *Karmi asks how we keep track of students that attend games.*
  - *Jocelyn states that the students badge has a code on it that code gets tracked by athletics and they send that information back to Jocelyn to track though an Excel sheet.*

## **VI. Action Items**

### **a. University Student Union Form 990**

- *Amy states that a form 990 is a tax return fform that all tax exempt organizations must file every year with the IRS. The form shows the activities and finances that happen during the fiscal year. The 990 form is prepared by auditors and contains the same information as the finanacial statement but is presented in a way that the IRS would like to see.*
- *Vice President Haydon states that the 990 is a federal form that reports on the sources and uses of the different money the organization handles.*
- *A motion to approve the University Student Union Form 990 is made by German Silva. second by Dylan McAlister-Becker. Motion carries 14-0-0.*

### **b. Budget Formulation Timeline- Jennifer Galeana-Vasquez**

- *Jennifer shared that the timeline shows when we will begin working on budget. This process begins by having the Board approve the*

*timeline on this day February 7, 2019. Once approved the executives will begin to work on the 2019-2020 budget along with the professional staff on February 8<sup>th</sup>. From there the Professional Staff, Executives, and Executive Director work on budget from March 25<sup>th</sup> through the 29<sup>th</sup>. Budget hearings will be held April 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>. Budget cuts and/or additions will be made by the Budget committee on April 26<sup>th</sup>. The first reading of the proposed 2019-2020 budget to the USU Board on May 2<sup>nd</sup> and it will be approved by the Budget committee on May 3<sup>rd</sup>. The Board votes to approve the proposed 2019-2020 budget on May 9<sup>th</sup>.*

- *Dean Noble asked if the dates were chosen with delays in mind or based on the idea that all budgets get approved on the dates listed.*
- *Jennifer states that the dates listed are dates projecting approval on the initial presentation of budget.*
- *Vice President Haydon asked when estimated enrollment numbers for the following year are accounted for.*
- *Jennifer states that we work off of a 97 percentile to provide some flexibility.*
- *Cesar states that we seek numbers starting March 1st and reaffirm May 1<sup>st</sup> before bringing the final number to the budget committee.*
- *A motion to approve the Budget Formulation Timeline is made by German Silva second by Karmjit Bath. Motion carries 14-0-0.*

## **VII. Discussion Items**

### **a. Senior Class Gift**

- *Georgina mentions that the Senior Class Gift is something that the University Student Union executives have been taking on for the past three years and anything collected from this fundraiser has been going towards the campus pride initiative,. However, now that we have the Brick Campaign these two will be competing for funds. One of the options is to have all revenue made from the Senior Send Off event go towards the Senior Class Gift or if the Board would like to still take on the Senior Class gift we would need to get started on finding availability for tabling days. Georgina then asks the Board for some direction on what they would like to do.*
- *Dylan asked what kind of events would the Senior Send Off would include.*
- *Allysa shares that it is an event for seniors at Dustbowl that would charge a minimal fee for a ticket to the event.*
- *Ron asks if it is too late to start the Senior Class Gift process since seniors have already begun to apply for graduation.*
- *Allysa state that for the past three years it has taken place late in the spring semester.*
- *Jennifer shares that when she was in charge of the Senior Class Gift it was included as an add on for the grad packs and that is how they received most of their gifts. Tabling brought in roughly 4 gifts.*
- *Vice President Haydon says that both avenues are beneficial to reach different groups of people who would feel more comfortable with a smaller donation in comparison to purchasing a brick.*
- *Allysa states that based on past data we have not received many donations from tabling for gifts or adding on the gift to grad packs*

*since graduating seniors already have so many financial commitments.*

- *Cesar asks if it is even the responsibility of the University Student Union to be the lead on the Senior Class Gift. Now that there is no Alumni director, the responsibilities would fall on the executives. He also mentions that we should also be okay to decline this project as an organization.*
- *Dean Noble states that in previous years the Senior Class Gift has been a project that was taken on by ASI leadership and asks why it fell onto the University Student Union.*
- *Cesar mentions that this transition happened when ASI leadership no longer consisted of Seniors.*
- *Maria adds that this year is a unique year and she believes that the Brick Campaign and Senior Send Off is enough but having the Senior Send Off, the Brick Campaign, and the Senior Class Gift is not necessary due to the uniqueness of the year.*
- *Dean Noble states that we should continue to push for the Brick Campaign.*
- *Cesar states that we need to leave notes for the future Alumni Director that this should not fall on ASI & USU*
- *Vice President Haydon asked what efforts are being made to include graduate Students in these initiatives since they will be alumni of this university as well.*

**b. 2019-2020 Organization Structure**

*Cesar states that this will be taking place beginning of 2019-2020. However, much of the work is being done this semester in order to prepare for 2019-2020. It is also mentioned that the structure for ASI and the Student Center.*

- *We will be in discussion the possible change of logos for the USU to display the name change to University Student Center. We will not be referring to ourselves as USC but as Student Center or SC.*
- *On the operational side we would like to hire a Student Center Assistant Director of Operations to manage the building. Under them there would be the Reservations Coordinator to reserve the different spaces in the Student Center and the Quad. Also hiring two Building Maintenance Supervisors (one during the day and another at night), these will be the custodial staff along with student custodial staff.*
- *On the Programming Side ASI will hire a Programs and Assessment professional staff member. In addition to different programming groups and a Programs Advisor.*
- *We will also continue to have an ASI Student Government Leadership Manager with some union components added to their job description.*
- *On the Marketing side we would like to hire an ASI Marketing Communications Manager to oversee all marketing components of ASI and Student Center. Under them would be ASI Graphic Design and IT Coordinator and Marketing Services Coordinator.*
- *We have combined Risk management and Human Resources into a manager role.*
- *There will be Administrative Support Assistants on the Student Center side we will continue to have the Administrative Support*

*Coordinator and on the ASI side we will have an Administrative Assistant to deal with the administrative work and the club and organizations accounts, check requests, etc.*

- *HR and risks staff will continue to oversee the ASI Student Resource Assistant and ASI will continue having front office staff.*
- *Cesar mentions that we would like to eliminate the secretary position and in return hire an executive assistant to help manage minutes, notes, and other executive duties and they will be appointed as secretary to retain the corporate structure.*
- *On the ASI side we are also attempting to eliminate the Secretary position and replace it with a Vice President position. Leaving ASI with a President and two Vice President positions, one will mainly handle the financial aspects of the organization.*
- *We also added Stockton Campus Event Coordinators one under ASI and another under the Student Center.*
- *Under the Reservations Coordinator there will be Event Managers to manage events taking place within the Student Center that need supervision. There will also be event assistants who will set up the events. Under the Building Maintenance Supervisors there will be student custodial staff. We have committed to extended hours during the library renovation and once the library is open we might match library hours.*
- *At the Service desk there will always be a service desk attendant and a building manager.*
- *Under Programming we were wanting to bring back 6 programming coordinators, 5 under Code Red Entertainment (ASI Special Events, ASI Campus Pride, ASI Multicultural/Diversity, ASI sustainability, Student Center Events Coordinator), and a Weekend Warrior Coordinator.*
- *Under the Marketing Communications manager there will be the Web and App developer, multimedia assistants, ASI IT assistant, and a marketing assistant.*
- *Vice President Haydon states that for the Student Centers Laptop checkouts we have to coordinate with the library in order to provide uniform programs on all laptops.*
- *Dr. Erikson asks what do these changes look like in regards to the Budget.*
- *Cesar states that it is something he is currently working on but the Student Center should be in the clear budget wise but there is a concern on the ASI side.*
- *Dylan asks what positions will be hired and not hired based on projected dates for the completion of the building.*
- *Cesar states that there are no exact dates for some and he states that all professional staff with the exception of the Building Maintenance Supervisors would be starting July 1 and those needed once the building is open would be starting August 1. Students would begin hiring in October or November to prepare them for the opening of the building with the exception of the Stockton campus student assistants.*
- *Michelle asked if the Executive Assistant would be considered a board member.*

- Cesar states that they would not be a voting member of the Board they would be a student assistant hired by the executives.

## **VIII. Reports**

### **a. USU Board of Directors**

- German states that the Committee for a Sustainable Future has created a call for faculty is being the committee. All faculty members being hired are being hired as an administrative position.
- There will be two faculty learning communities regarding sustainability.
- They will be hiring interns to help with the sustainability audit.
- Chartwells has started drafting their own job listing for a sustainability intern process.
- They are also considering creating recycling videos through university advancement to help spread a sustainability mindset.

### **b. ASI Representative**

- Maria states that tomorrow at 9:00am they are meeting with SFAC regarding the fee referendum depending on that outcome they will be moving forward with that process.
- ASI has also nominated a student for the Graduate position on the BOD. She will be appointed this Tuesday
- Maria invited the Board to the Taco Bout It on Tuesday regarding parking issues on campus.
- Maria shares that the ASI Vice President reminds them to attend their campus wide committees and if they cannot attend they need to share that with Michelle.
- Maria wishes the Board a Happy Homecoming and invites everyone to join us at the game against Humboldt.

### **c. USU Secretary**

- Georgina reminds the Board that they are to sign in for every Board meeting and that Rules committee will be meeting soon to resolve points.

### **d. USU Vice Chair**

- Jennifer states Committees were sent out and due to a mistake revised copies will be sent out on Friday.
- Budget committee will be meeting March 1<sup>st</sup>, March 29<sup>th</sup>, April 5<sup>th</sup>, April 12<sup>th</sup>, 19<sup>th</sup>, April 26<sup>th</sup>, and May 3<sup>rd</sup>
- UBAC met twice in January and they went over expectations of the committee and the plan from the governor and the Vice Presidents also presented their priorities for the budget. There will be an open forum on February 21<sup>st</sup>, at 9:30am in MSR 130.

### **e. USU Chair**

- Allysa Thanks Jennifer for planning a successful winter retreat.
- Allysa mentions that the Brick campaign is closed will open up again after spring break or beginning of April.
- Construction on the building has slowed down due to a need for approval of permits for the building.
- Allysa Thanks the Board for submitting the Student Center questionnaire, we are currently working on a Student Center video.
- Allysa also mentions that there is no longer an Alumni director but there are two other individuals who have taken over Lisa's

*position. After meeting with them regarding Senior Send Off, the event was approved and we will now begin planning and executing the event with the Ad Hoc committee.*

**f. USU Executive Director**

- *Cesar reminds the Board to RSVP for the mandatory Lifeskills workshops*
- *Cesar mentions that even if construction has slowed down we are still getting ready for the building, we will be meeting with different offices of the university regarding furniture, technology and signage.*
- *Cesar invites the Board to attend the Homecoming game and extends his appreciation to ASI for their successful events throughout the week.*

**IX. Announcements**

- *German states that he was admitted to UC Santa Barbara Masters and PhD program of Geography*
- *Karmjit mentions that he received the finance and accounting internship at Gallo*
- *Allysa announces that along with Georgina, they presented on the Student Center to the Rotary Club of Turlock and invites the Board to share her contact information to the surrounding community if they are interested in a presentation.*

**X. Adjournment**

- *Motion to adjourn the meeting is made by Maria Marquez, second by Karmjit Bath. Motion carries 13-0-0 at 4:51.*