



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

**Minutes**

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

Board Members

*Allysa Gonzales*  
*Chair*

*Jennifer Galeana-Vasquez*  
*Vice Chair*

*Georgina Salgado*  
*Secretary*

*Vacant*  
*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 3:30pm*
- 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, Ron Noble, Alice Pollard, Gary Potter*
- b. Points report:** *N/A*
- II. Approval of Agenda for Thursday, March 7, 2019**
- *A motion to approve the agenda for Thursday, March 7, 2019 is made by German Silva, second by Gary Potter. Motion carries 11-0-0*
- III. Approval of Minutes for Thursday, February 7, 2019**
- *Approval of minutes for Thursday, February 7, 2019 is made by Annelisa Cole, second by German Silva. Motion carries 11-0-0.*
- IV. Open Forum**
- V. Presentation**
- a. Career and Professional Development Center- Jaskaran Dhesi**
- *Jaskaran mentions that the Career and Professional Development Center provides services such as major and carreeer exploration, Job and internship search, resume development, Interview preparation, networking skills and opportunities, and the Job Board (HireStanState).*
  - *Alice asks if one can apply for jobs through their website.*
  - *Jaskaran states that it will redirect the user to the right website.*
  - *Jaskaran also mentions the various workshops they offer through their department.*
  - *They offer assesments for students to help them narrow their search for possible career choices. He also mentions the "What Can I Do With This Major?" that offers different options for carreeer paths in based on majors.*
  - *He adds that internships are a way for students to gain experiences and make connections in the professional field. There are paid and unpaid internships that provide feed back from professionals.*
  - *Getting connected with CPDC can be done through registering through HireStanState, attending workshops, "What Can I Do With This Major?", and stopping by for questions.*

- *Jaskaran mentions the career closet and that students can go to the career closet and pick out three articles of professional clothing. He also mentions that they are accepting donations for the career closet.*
- *Cesar asks about the best contact for the career closet for potential partnerships.*
- *Jaskaran mentions that Rebecca is the person in charge. He also mentions that they do have more clothing for women than they do for men*
- *Cesar asks how many professional staff there are in the Career and Professional Development Center*
- *Jaskaran said that there are four professional staff, an intern, and a few student assistants.*

**b. Imagine the Possibilities Campaign-Maria Marquez**

- *Maria begins by stating that the ASI Board of Directors is working on a fee referendum. She mentions that the ASI Board of Directors provides opportunities for student leadership and development. The ASI BOD meets Tuesdays at 5.*
- *Maria also promotes the ASI Student Government Elections that opened.*
- *Maria then covers the ASI services like the ASI and USU front desk, Warrior Discounter, Turlock Transit, Marketing, the Campus Pride Campaign, Warrior Fanatics, and ASI special events like Stanfest, Homecoming, and Warrior Day.*
- *Maria mentions that the ASI fee is currently 65 dollars and they are going out for a fee referendum to increase fees by 10 dollars and with these 10 dollars ASI can provide at least 10 new things for students.*
- *Some examples of the new possible things the fee increase would give students are:*
  - *More popular artists for Stanfest and Warrior Day*
  - *More student scholarships, ASI currently provides 5, \$1,000 dollar scholarships, with the referendum it could be increases up to 15 scholarships*
  - *More funding for student organization events*
  - *More finding for Warrior Pride giveaways, activities, and events*
  - *More funding for welcome week, and not just a welcome back day that happens on Warrior Wednesdays*
  - *Provide funding for new multicultural, diversity, and mental health awareness events.*
  - *Funding for Study Abroad scholarships and student emergency grants that provides students with additional help in quick emergencies such as inability to pay for graduation applications, etc.*
  - *Funding for an additional special event during homecoming week such as a concert for students*
  - *Funding for the Career Closet and Warrior Food Pantry; assist them by contributing money for these current services that are beneficial to our students*

- *Funding for the Stockton campus for events and services. Provide more for our Stockton campus since they currently do not have many ASI events or services at the campus*
- *Maria states that students can vote for the referendum on April 17<sup>th</sup> and 18<sup>th</sup> from 8am-6pm where they can also vote for changes in the ASI Bylaws and their future student leaders.*
- *Jennifer states that as a graduate student she is interested in knowing what is the plan to provide evening events, and welcome week events for graduate students?*
- *Maria states that they are encouraging the future student leaders to provide events and services for graduate students such as scheduling events at various times and that are tailored to the graduate students*
- *Allysa asks if the 10 ideas mentioned are solidified or if they would be open to more suggestions.*
- *Maria states that these ideas are the suggested list based on current student needs however future student leaders can also allocate money based on student needs at the specified time.*
- *Dean Noble asks if this fee increase is once an academic year or per semester*
- *Maria states that it is per semester*
- *Cesar adds that it is per semester and wording is very complicated based on COLA adjustments made by SFAC.*
- *Dylan asks if the student vote does pass, would it mean that ASI then takes the referendum to SFAC?*
- *Maria states that if the referendum passes then the fee increase will take place.*
- *Maria then passes around the table a statement of support for board members to sign and date*

## **VI. Action Items**

### **a. Approval of the SC Assistant Director of Operations Job Description and Classification**

- *Aimee states that this person will be responsible for the operations of the building, maintenance oversight, vendor contacts, reservation spaces and more.*
- *Aimee adds that when she looks at classifications or salary ranges for positions she compares with similar positions on our campus, along with level of responsibilities, and other campus auxiliaries.*
- *The recommended salary for this specific position would be \$65,333-\$92,711*
- *Motion to approve the SC Assistant Director of Operations Job Description and Classification is made by German Silva second by Dylan McAlister-Becker. Motion carries 13-0-0.*

### **b. Approval of the SC Building Maintenance Job Description and Classification**

- *Aimee states that this position will report to the Assistant Director of Operations and they will have oversight of all custodial needs of the building and the opening and closing of the building and these will be two employees one for the day and one for the evening, and overseeing the Building Managers (student assistant positions).*
- *The recommended salary for this position is \$35,329- \$54,243*
- *Gary ask if there was someone in this position in the old building*

- Aimee said that there was a similar position but responsibilities are different. This position focuses on building maintenance and custodial needs of the building.
- Motion to approve the SC Building Maintenance Job Description is made by Gary Potter, second by German Silva. Motion carries 13-0-0.

**c. Approval of the Revised Professional Staff Position Title & Salary Range**

- Aimee states that every two years she goes out for a search in order to have comparable salaries to the University, that all positions are in the proper classification, and make recommendations for salary adjustments as needed, as well as classifying new positions and making salary recommendations for them. She shows the salaries she found and what will be offered to the new professional staff.
- Dylan asks about the increase in salary ranges based on position.
- Aimee states that the ranges are based off of similar campus positions, the higher level positions will have a broader range in order to promote within the organization. Entry level positions don't have as large of a position because they normally do not progress that far in the range but it gives them the opportunity to apply for other jobs at a higher level.
- Alice asked if all incumbents are within the ranges.
- Aimee said that all but two are within their ranges, and based on budgets they are recommended to be brought up to at least the bottom of the range. In the past they have been brought up to the bottom of the range plus three percent for service.
- Dean Noble asks if ASI approved the same chart
- Aimee said yes, both boards have to approve since this is part of being functionally merged.
- Motion to approve the Revised Professional Staff Position Title & Salary Range made by Dylan McAlister-Becker, second by German Silva. Motion carries 13-0-0.

**d. Approval of the Revised Interim Employee Policy**

- Aimee states that this policy is in place for both ASI and the Student Union. The current policy states that if anyone is appointed to an interim position and is with us for at least 6 months then we can make a recommendation based on board approval that the person appointed in that position become permanent but it is only applied to non-exempt staff. The higher level positions would have to go out for a formal search. The intent behind the revisions is to not have to go out for a search on certain exempt positions.
- Motion to approve is made by Jennifer Galeana-Vasquez, second by German Silva. Motion carries 13-0-0.

**e. Approval of the 2020 Student Assistant Classification Table**

- Aimee states that we have increased pay for student assistants as minimum wage has increased. In the past, when minimum wage has increased we have taken all classifications and increased them by a dollar. One concern in mind is when minimum wage continues to increase the hourly rate of the highest classification for students will be higher than some of our professional staff. Aimee proposes changing from a one dollar increase for each scale to a 75 cent difference for the following scale, 50 cents difference for each of the

scales. The table shows that there is still a 25 cent difference in between each pay scale. All current students will still receive an increase.

- Aimee also recommendeds to increase some levels of responsibility in the lower classifications and move some positions down to the thirteen dollors an hour pay scale, the students would still get a raise and they would be at a level one.
- The second page shows all the student assistant positions projected for 2020.
- Dr. Erickson asks what the total costs would be to the organization.
- Cesar says it is difficult to answer since there will be minimal change fall semester and the major changes would take effect in the spring.
- Dean Noble asked how often do students make it to the highest step.
- Aimee says that they are in place for merit increases when minimum wage stops increasing.
- Motion to approve the 2020 Student Assistant Classification Table is made by German Silva, second by Annelisa Cole. Motion carries 13-0-0.

**f. Approval of the SC Reservations Coordinator Job Description and Classification**

- Aimee states that this position will handle all reservations in the building and in the quad. They are are to oversee all events and event managers, this position is coming back but it will handle just reservations.
- The salary classification range for this position is \$39,456- \$69,708
- Dean Noble asks if 25Live can be used to reserve student Center Spaces
- Aimee states that our spaces can be reserved through 25Live
- Cesar states that as a Union we get to decide whether to use the same software as the university.
- Motion to approve the SC Reservations Coordinator Job Description and Classification is made by German Silva, second by Gary Potter. Motion carries 13-0-0.

**g. Approval of Lyzz Guzman as the SC Reservations Coordinator starting July, 1, 2019.**

- Cesar states that now that we approved the interim employee policy we would like to start appointing our current staff into positions. Lyzz Guzman is willing and able to move over to the Student Center side to handle reservations. She is currently working for ASI in programming but her current duties cover some of the reservation side, she works with ASI and USU, clubs, organizations, the university, and external vendors on reservations. She has been with us since 2011 and she has always had experience with reservations.
- Annelisa asks if the reservations portion of her current job will be removed.
- Cesar said yes, the plan is for her to stay in her current position until July 1<sup>st</sup> and from there the transitions begin.
- Cesar adds that they did not bring lyzz to the meeting to keep it consistent since candidates do not traditionally come to the meetings for approval.

- *Motion to approve Lyzz Guzman as the SC Reservations Coordinator starting July, 1, 2019 is made by German Silva, second by Jennifer Galeana- Vasquez. Motion carries 13-0-0.*

## **VII. Discussion Items**

## **VIII. Reports**

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

- *Dylan states that he sits on the Western Accreditation Steering Committee and they met March 1<sup>st</sup>. Dylan states that there are two phases between march and april. There will be an onsite campus visitation from April 2<sup>nd</sup> -5<sup>th</sup>. They will be having an interview session on April 3<sup>rd</sup> at 9:45am-10:45am in the Fitzpatrick Arena.*
- *German states the sustainability committee met and they discussed the faculty learning committee they started on how to teach sustainability in higher education. They had 13 faculty members present from 11 different diciplines and they support the committees efforts to incorporate the book on sustainability that they will be encouraging the incoming class to read.*
- *There was a webinar on water rights in the San Joaqin valley.*
- *German mentions that along with Diana, and Monique are collaborating on Earth week to host an event and they are working with different departments on campus to fulfil the event.*

### **b. ASI Representative**

- *Maria thanks the BOD for their support on the fee increase proposal.*
- *Maria informs the BOD that ASI is working on four resolutions- parking, faculty and counselor ratios matches the student population, advising, wp course and narrowing down whether or not the test is necessary.*
- *Maria also addresses an issue ASI faced during Homecoming week. It was regarding a student who painted their face red. Maria and Michelle approached ISA and Ethnic Studies in order to discuss learning outcomes and how to educate without hate.*
- *Maria announces that they are aware of the hate fliers that have been posted on our campus and are discussing how to make our students on campus comfortable on campus since these fliers did cause distress.*
- *Michelle and other Board members are working togerher to execute the Speak your mind event. This event will be on March 28<sup>th</sup> in south dining at 5:30.*
- *Maria mentions the Food Techs Program and that Cesar and Katie provided this program and have been working with Chartwells to work out the logistics.*

### **c. USU Secretary**

- *Georgina reminds the BOD and guests to sign in*
- *Georgina also mentions that we have been working on proposals for the Warrior Statue and the Stan State Letters but based on discussion they will be postponing these projects in order to get an better understanding of the finalized guidelines being voted on by the UCEPA.*

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

- Jeniifer states that the Commencement Committee met and they discussed the change of dates. Thursday, May 23<sup>rd</sup>, the college of Arts, Humanities, and Social Sciences will be having their Bachelors and Masters graduation ceremony. Thursday evening will be the ceremony for Bachelors, Masters, Credentials, and Doctoral graduates for the college of Kineseology, Social Work, and Business Administration. Friday morning will be the ceremony for the Bachelors, and Masters graduates of the college of Science. This change took place in order to accommodate all guests for the event.
- 2338 people have signed up for graduation thus far.
- The committee is looking for ways to live stream the ceremony from the Arena.
- The speaker for Thursday morning will be Dorothy bizini
- Jennier mentions that one of her innitiatives is Furniture and she created a directory for positions and changes to office locations. This directory was sent to tracy to hekp us find placement and selecting furniture. Committee for furniture will meet with Tracy during spring break.
- During Budget meeting on March 1<sup>st</sup> we approved a total of 11 requests.
- Criminal Justice club was approved for 250
- Human Resources Management club was approved for 200
- Phi Lamnda Rho was approved for 260
- Faculty mentor was approved for 1,000
- Theta Chi was approved for 500
- Nu Alpha Kappa was approved for 1,000 and 790
- Ethnic Studies Club was approved for 1,000
- Anthropology Club was approved for 700
- Queer and Trans People of Color Collective was approved for 1,000

**e. USU Chair**

- Allysa mentions that her initiative is Alumni relations. She has been working on an event for May 22<sup>nd</sup> at Dustbowl from 5:00-8:00pm.
- Allysa also mentions that they have been working on a New Student Center video
- Applications have been made available and are due April 12<sup>th</sup> at 5:00pm.
- We will be relaunching the Brick Campaign in April and we will be working on creating a better marketing strategy.
- We are still in the process of revising the Bylaws for the Student Center

**f. USU Executive Director**

- Cesar adds that we are postponing the proposals for the Stan State Letters and Statue. He states that it is best to wait until the finalized policy in order to guarantee that we are following it correctly and to secure funding for the Letters and Statue from the 2019-2020 budget. We will continue to fundraise in order to replace the funds that were used in the 2019-2020 budget.
- Cesar thanks the BOD for approving the job descriptions and we will be posting tomorrow and that he will be sending out hiring committees, dates for forums, and all necessary details once dates get closer.

- *Cesar reminds the BOD to respond to Jocelyn for the March 26<sup>th</sup> Stockton event*
- *Cesar adds that the lack of progress for the building is because we are waiting for Fire Marshall approval. We are going to have a meeting to discuss delays.*
- *The bookstore will be downsizing but will continue operating, they will begin the renovation.*

**IX. Announcements**

- *Jennifer Mentions that the Grad Fair is from April 2<sup>nd</sup> through the 4<sup>th</sup>*
- *German mentions that he is presenting in a Student Research Competition in MSR 130 and 2:15pm*
- *Dean Noble states that this will be his last meeting. Wishes the Board of Directors luck.*

**X. Adjournment**

- *A motion to adjourn the meeting is made by Ron Noble, second by German Silva. Motion Carries 13-0-0 at 5:00pm.*