



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Board Members

Melannie Castellanos
Chair

Vacant
Vice Chair

Teresa Serna
Vice Chair of Finance

Vacant
Student Director

Nicolette Padron
Student Director

Janet Rosales
Student Director

Zoe Martinez
Student Director

Noah Wells
Student Director

Ravinder Pelia
Student Director

Maria Marquez
ASI Representative

Dr. Edward Erickson
Faculty Representative

Andy Klingelhofer
President's Designee

Christene James
Business and Finance
Representative

Alice Pollard
Alumni Representative

Gary Potter
Community Representative

Advisors / Staff

Cesar Rumayor
Executive Director

Katie Rotan
Student Government &
Leadership Manager

Mariah Burciaga
Executive Assistant

Thursday, February 27th, 2020
MSR 130c- 4:00pm

- I. **Call to Order:** *Melannie Castellanos calls meeting to order at 4:04pm.*
 - a. **Roll Call:** *Melannie Castellanos, Teresa Serna, Nicolette Padron, Janet Rosales, Zoe Martinez, Ravinder Pelia, Maria Marquez, Dr. Edward Erickson, Andy Klingelhofer, Gary Potter, Katie Rotan. Noah Wells arrives at 4:16pm*
 - b. **Absent:** *Christene James, Alice Pollard, Cesar Rumayor*
 - c. **Guests:** *Jocelyn Castellanos, Donovan Orozco*
 - d. **Points report:** *Melannie states that Zoe has 3 permanent points, and she has 2 permanent points.*
- II. **Approval of Agenda for Thursday, February 27th, 2020**
 - *Motion to approve agenda for Thursday, February 27th, 2020 by Zoe, second by Janet.*
 - *Motion carries 11-0-0*
- III. **Approval of Minutes for Thursday, February 6th, 2020**
 - *Motion to approve minutes from Thursday, February 6th, 2020 by Janet, second by Ravinder.*
 - *Motion carries 11-0-0*
- IV. **Open Forum**
- V. **Presentation**
 - a. **University Student Center Spring Programming**
 - *Jocelyn states that within programming there are 3 coordinators that put-on events for student life as well as 3 Student Center programmers*
 - *Jocelyn states they incorporated 7 events on one flier*
 - *Jocelyn explains that she believes that there were too many fliers for events*
 - *She believes if there are less flyers student will more likely come to these events*
 - *She explains the events that will occur throughout the spring semester*
 - *She states there are day events as well as night events*
 - *Brian explains the day events that will be occurring through the semester*
 - *He states students will be able to take home succulents, customize t shirts, customize mugs*
 - *Noel states that she is the SC night events coordinator*
 - *She states she will be hosting 3 events this semester*
 - *She adds that there will be a comedian, open mic night, and a deck-your-cap for graduate students*

- She states that there is also the Stan State Cinema
- Ravinder asked if they plan to do the same location
- Noel states no they plan to do it on the warrior steps
- Lizbeth states she will be talking about the Weekend Warrior program
- She states the program is offered through the student center and there is four of them per semester
- She states that they pay for half of the ticket and transportation
- She states that they will be going to their first one this weekend to the museum of 3D illusions, Ripley's believe it or not, and pier 39
- She states the next one is March 14th and they will be going to be to the San Francisco dungeon, Madame Tussaud's wax museum, and also pier 39
- She states on April 4th they will be going to the Santa Cruz beach board walk which will include unlimited wristbands
- She states that the last one will be to Six Flags on May 2nd
- Nicolette asks if Thirsty Thursdays will be just April or will it be May as well
- Melannie states it will be in April and May will be our finals week
- She states that there will be something every day for a week during finals
- Ravinder suggested that they should put out trailers for the future movies to market
- Jocelyn states that she likes that idea
- She thanks the board

VI. Action Items

a. Approval of the revised SC Facilities & Equipment Fees

- Melannie states that operations committee worked on this
- She states they got suggestions from reservations coordinator and assistant director of operations
- She gives the board a moment to look over fees
- Motion to approve by Nicolette, and Janet
- Dr Erickson asked where does the money that comes in go
- Katie answers operations revenue
- Motion carries 12-0-0
- Gary asked what their definition of student organization is
- Melannie states any club or organization that is chartered on campus
- He asked what about departments
- Melannie states they are separate, they are the state departments
- Gary asked if there is a reason for the difference of charge for people on campus
- Melannie states that we are providing for the students and provide a lower fee for departments

b. Approval of the revised ASI & SC Student Organization Funding Policy

- Melannie states this was a policy Teresa and Karmjit worked on revising
- She states there were some changes to what the budget committee is here for
- She states they decided to branch of and do an ASI and SC funding committee
- She adds that the committee will be in charge of giving funds to student organizations on campus
- Melannie states that they are trying to get away from giving opinion when allowing them funding
- She states that it will be going through Teresa and Karmjit position as well as ASI administrative assistant
- She states that the budget committee will now focus on the budget for both organizations
- Motion to approve by Janet, second by Maria
- Noah asked if the same people will be on the two committees
- Melannie states the vice chair of finance and the vice president of finance will be on the budget committee as well
- Nicolette asked if they will be formulating or approving
- Melannie states they will be formulating
- Gary asked that the revenue will go back into the organizations for foundation account who makes that distinction and how is that made

-Maria states that the revenue they make will go back to ASI and then ASI will secure their accounts for them for those who are recognized

-She states it's for those organizations that may be nation wise based on other foundation accounts

-Motion carries 12-0-0

c. Approval of the revised ASI & SC Credit Card Policy

- Melannie states that there were changes from University Student Union to Student Center

-She states they specified who will have a credit card

-She adds that professional staff, ASI/SC executives, student assistants from both organizations, board of directors, and ASI/SC program coordinators

-She adds there were more specification for what the card will be used for

-She states they also added what the credit card is prohibited from being used for

-Melannie states any contracted performer they are not allowed to use credit card for

-She states any acceptations will go to the approval of the executive director

-She adds there are specifications for where the receipts will go to which is the administrative support coordinator and by when

-She states they changed the requisition forms to purchase request forms due to suggestions from university

-Motion to approve by Gary, second by Janet

-Motion carries 12-0-0

d. Approval of Donovan Orozco as an SC Student Director

- Melannie states that Annelisa stepped down so there is a vacancy

- She states her and Jennifer interviewed Donovan and they would like to recommend him to the board

-Melannie states Donovan will introduce himself

- Donovan states he is a 3rd year, lives on campus, and he is a social science major

-He states he would like to be a part of the board to help facilitate the Student Center and all of its projects and programs

-He adds he wants to connect students to resources, find solutions to problems, and be able to give students the growth experience to students

-He states he is experienced because he works as a resident assistant and works with programming and managing a budget for the different events they host

- He states he also works with students in times of crisis

- He adds that he would like to work with students in student affairs as a career goal

- Donovan steps outside

- Motion to approve by Zoe, second by Nicolette

- Andy states he worked in office and is a great student assistant

-He states that he cares, manages a lot of things, on time, and more

-He states that he will be great in the organization

-Zoe adds that she works with Donovan as well in housing and he is very devoted and he wanted to reach out to board to help

- She states that he thinks he will be a great asset to the team

-Maria asked Melannie what stood out to her about Donovan

-Melannie states that he is very involved in campus as well as he was very enthusiastic about helping students

-Noah asked if any others were interviewed

-Melannie states not until after the week that it was open

-She states she is confident in the decision her and Jennifer made

-Motion carries 12-0-0

-Donovan is escorted back into the room

e. Approval of Mariah Burciaga as the SC Vice Chair

- Melannie states that Jennifer accepted a full-time position in Stockton so she moved up to chair and there was a vacancy on vice chair position

- She states that they opened the position up to the board and her and Teresa after discussion recommend Mariah
- Mariah passes around her resume to the board
- She states that she is currently in the position of the Student center executive assistant
- She states that she has taken minutes for the internal committees, SC, and ASI
- She adds that she's worked on projects such as the brick campaign
- She states her programming experience with the Student Center grand opening celebration
- Maria asked if appointed what would one goal be
- Mariah states that if appointed she would like to bring more awareness to the Student Center as a hub of campus life for students rather than just study space
- Mariah steps outside
- Melannie states that she would like to add she is dedicated and timely and volunteers often
- She states that she would trust her to do programming for the board
- Teresa states that she is hardworking and eager to learn
- She adds that she is an asset to the organization
- Zoe asked if they have looked for anyone for the executive assistant position
- Melannie states yes, it is in her report
- Ravinder states that he believes she fits into the position well because she has good experience
- He states she is involved
- Noah asked how many others were interviewed for the position
- Melannie states there was one other interest
- She states with her discussion with Cesar and Teresa, she has hands on experience
- Ravinder asked if it is for the rest of the semester
- Melannie states yes then everyone will apply
- Motion to carries 13-0-0

VII. Discussion Items

VIII. Reports

a. SC Board of Directors

b. ASI Representative- Maria Marquez

- Maria congratulates Donovan and Mariah on their new positions
- Maria highlights the ASI applications to run for student government are now open
- Zoe states on the website there is no option for the vice president of finance
- Maria states Gmail emails will be Microsoft
- She states there will be a slow transition over
- Nicolette states that there is an idea that new students should be Microsoft and that the old students should be Gmail
- Maria states that it depends on the amount of information they have stored
- Donovan asked if the documents would be reformatted
- Maria states that there will be a program to make sure documents are the same
- Ravinder asked when will it happen
- Maria states that it will be in the summer
- Nicolette asked if the documents will be the same
- Maria states yes everything will be the same
- Melannie states it is just a different service
- Maria states the next 'Taco Bout is March 10 on student communication
- She states March 16th-March 20th will be mental health week

c. ASI Student Government & Leadership Manager- Katie Rotan

- She states there will be a primary elections event on Tuesday, March 3rd
- She adds everyone should have received an email about life skills
- She states Student Center applications will be available March 11th

d. SC Vice Chair of Finance- Teresa Serna

-Teresa states that she has a presentation about services and resources that ASI and SC have and will be presenting to clubs and student organizations

-She adds it will also have elections dates and board recruitment date

-She states she has IRA on Monday and she will start looking through application for funding on instructional related events

-She adds that the board will still be involved in the budget formulation

d. SC Vice Chair-

e. SC Chair- Melannie Castellanos

-Melannie states that Michelle will chair policy and judicial meetings

- She states she will be taking Jennifer's spot on UBAC

-Melannie states they are in the process of working with an artist that is already in the plans of doing murals on campus

- She states it is an alumnus named Joel Aguilar

- She states that they will be doing the Student Center art piece

- She adds they also would like student input for the piece

-She states that there is an executive assistant vacancy now but they are hoping to appoint someone from code red

- She states her name is Sierra Ramirez

-Melannie states she had a meeting with her and will be appointing her as temporary for the rest of the semester

-Melannie states there will be an operations meeting next Thursday

-Ravinder asked about the programming committee that was discussed at retreat

-Melannie states that she has advised the bylaws to include it and will hope to bring to the board next meeting

-She states that the vice chair will appoint people on the committee

-Ravinder asked how she will go about the art piece input

-She states she would like to do in person like focus groups

f. SC Executive Director- Cesar Rumayor

IV. Announcements

- Teresa states that the clubs that do present to them she can present to the board the money that was allocated so they are aware

-Nicolette adds that kinesiology students have put on exercise classes and encourages people to go

V. Adjournment

- Motion to adjourn meeting by Zoe, second by Janet.

- Meeting adjourned at 5:02pm.

Minutes approved at regularly scheduled meeting on March 12, 2020

melannie castellanos

[melannie castellanos \(May 12, 2020\)](#)

University Student Center Board Chair

Date Signed