



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Board Members

Melannie Castellanos
Chair

Mariah Burciaga
Vice Chair

Teresa Serna
Vice Chair of Finance

Donovan Orozco
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

Serena Ramirez
Executive Assistant

Thursday, March 12th, 2020
MSR 130c– 3:30pm

- I. **Call to Order** *Melannie Castellanos* calls meeting to order at 3:30pm
 - a. **Roll Call** *Melannie Castellanos, Mariah Burciaga, Teresa Serna, Donovan Orozco, Nicolette Padron, Janet Rosales, Zoe Martinez, Noah Wells, Ravinder Pelia, Maria Marquez, Dr. Edward Erickson, Andy Klingelhofer, Alice Pollard, Gary Potter, Cesar Rumayor, Katie Rotan*
 - b. **Absent:** *Christine James*
 - c. **Guest:** *Scott Schorn*
 - d. **Points report** *Mariah* states *Zoe* has 3 permanent Points, *Melannie* has 2 permanent points, and *Noah* has 1 pending point
- II. **Approval of Agenda for Thursday, March 12th, 2020**
-Motion to approve agenda by *Ravinder*, second by *Nicolette*
-Motion carries 13-0-0
- III. **Approval of Minutes for Thursday, February 27th, 2020**
-Motion to approve minutes by *Zoe*, second by *Donovan*
-Motion carries 13-0-0
- IV. **Open Forum**
- V. **Presentation**
- VI. **Action Items**
 - a. **Approval of Jesse Martinez as the SC Building Maintenance Supervisor**
- *Scott* states *Jesse* has great experience and is certified in HVAC
- He states he will be a good asset to the maintenance department
- Motion to approve by *Mariah*, second by *Janet*
- *Mariah* asked if references were contacted on behalf of *Jesse*
- *Scott* states *Amy* in Human Resources did
- *Teresa* states she really liked how much knowledge he had regarding certain job duties
- Motion carries 15-0-0
 - b. **Approval of Manuel Lara as the SC Custodial Services Supervisor**
- Motion to approve by *Janet*, second by *Zoe*
- *Scott* states *Manuel* had heavy experience in groundwork
- He adds *Manuel* is very familiar with training staff, and chemical knowledge
- Motion carries 15-0-0

c. Approval of the Revised Interim Appointment Policy

- Motion to approve by Nicolette, second by Mariah
- Zoe asked if there was a reason it was switched to 2 years
- Melannie states within the 2 years it allows that person and their job to be assessed
- Donovan asked what is being evaluated every 6 months
- Cesar states every 6 months the need is being evaluated, not the person
- He states the person is being evaluated on a daily basis
- Motion carries 15-0-0

d. Approval of the Mandatory Training Policy

- Motion to approve by Janet, second by Alice
- Ravinder asked why training is every 2 years and not every year
- Melannie states Title 9 is done every year by the University
- Cesar states it is a California Standard for state employees to do the sexual harassment training every 2 years
- He adds it is different from the student training the University requires
- Gary suggest changing "allotted can" to "allotted will"
- Cesar and Alice agree on changes
- Motion to Amend by Gary, second by Nicolette
- Motion carries 15-0-0

e. Approval of the Time Off for Organ & Bone Marrow Donation Policy

- Motion to approve by Teresa, second by Janet
- Donovan asked if holidays count as a business day
- Cesar states only if the University observes that holiday
- Gary asked if this policy is for people who are giving or receiving bone marrow
- Cesar and Melannie both agree on people who are giving bone marrow
- Nicolette asked why this policy exist
- Cesar states it is in the new California Law, HR is updating policy
- Motion carries 15-0-0

f. Approval of the Revised ASI & SC Points Policy

- Motion to approve by Mariah, second by Zoe
- Motion carries 15-0-0

g. Approval of \$850.00 for the Board Initiative Fund for a Bulletin Board

- Ravinder presents slideshow of Initiative Fund for a bulletin board
- Gary asked who would monitor the Bulletin Board
- Cesar states there is a material posting policy, that is ran by the operational staff at the service desk
- Donovan asked if monitors would be more attention grabbing if the screen was consistently changing
- Ravinder states we already have monitors in the student center, and student organizations would have easier access to the Bulletin Board
- Gary asked where the location of the bulletin board would be
- Ravinder states between the restrooms above the water fountain
- Maria asked how many boards Ravinder would like to purchase, and what floor the board will be on
- Ravinder states 1 board, and the board will be on the first floor
- He adds there is more traffic and student activity on the first floor
- Noah states the bulletin board would be an addition to the virtual boards to help with promotion
- Zoe and Janet state the bulletin board works great in housing and Bizzini, they use many other platforms, but they like the idea of the bulletin board
- Motion to approve by Nicolette, second by Mariah
- Motion carries 15-0-0

VII. Discussion Items

a. Stan State Letters

- Nicolette asked if the original location was going to be at the reflection pond and why did it change
- Maria states that the company would like to know different locations, and the committee wanted to see other possible locations for students
- Dr. Erickson asked if there will be a problem with students standing and sitting on the letters
- Melannie states that depending on the material she doesn't see that it will have to be monitored closely

VIII. Reports SC Board of Directors

a. ASI Representative- Maria Marquez

- Maria states Mental Health Week is cancelled due to Corona Virus
- She states possible upcoming ASI events will also be cancelled

b. ASI Student Government & Leadership Manager- Katie Rotan

- Katie states applications for Board of Directors is now available online and due April 22nd
- She states applications for ASI Student Government are also available now
- She also states Life Skills are cancelled for the remainder of the semester

c. SC Vice Chair of Finance- Teresa Serna

- Teresa states she met with Melannie and Mariah about the budget
- She adds they visited the Stockton Campus and are coming up with a plan for making temporary renovations to their student lounge, ASI/SC Suite, and desk spaces
- She states temporary renovations such as fresh paint, and flooring
- She states she is still doing the student organizations presentations and they seem to be excited hearing everything the student center has to offer
- She also states she is doing recruitment and providing information regarding applications and positions available for Board of Directors

d. SC Vice Chair- Mariah Burciaga

- Mariah states she met with Melannie and Teresa regarding budget
- She states she has been working on Thirsty Thursdays, due to the virus that is being put on hold and will be taking it day by day

e. SC Chair- Melannie Castellanos

- Melannie states that she will be taking over the Stan State letters and statue
- She states that she will be presenting that to the Campus Master Plan Committee
- She also states there will be an Operations meeting to discuss more about the Diversity and Inclusivity Mural

f. SC Executive Director- Cesar Rumayor

- Cesar states starting March 19th the Student Center will be moving to summer hours which is 7:30am-5pm
- He states there will be no reservations accepted except by ASI and SC reservations to avoid mass gathering
- He adds all in person meetings, trainings, workshops for professional staff and student assistants have been canceled until May 22nd
- He states a full report of Stockton Campus renovations will be coming up
- He states the University 60th Anniversary Celebration is September 25th, and the revealing of the Alumni Plaza and bricks will be during the celebration
- He adds he has been working with the University for parking access towards the student center
- Andy states school functions are to continue except for classes in a different way
- Ravinder states blackboard has had issues in the past with crashing, is that going to be something students will have to worry about
- Andy states that OIT has been working very closely with staff, to make sure that is not the case
- Donovan asked the process for students to get a reliable internet connection
- Andy states there are 400 hotspots available to be checked out

- Nicolette mentions the campus is still open so the computer lab and internet access will still be available
- Noah asked what is the process of teachers and student who are too sick to perform education duties
- Andy states that there will have to be a substitute provided and students are to work with faculty members to figure out a one on one plan
- Mariah asked if main dining will still be open for students
- Andy states yes, just at reduced hours
- Cesar mentions meetings will be available on zoom if one desires not to come in person, and social distancing will be practiced

IX. Announcements

- Ravinder would like to thank the board for passing his board initiative

X. Adjournment

- Motion to adjourn meeting by Nicolette, second by Mariah
- Motion carries 15-0-0
- Meeting adjourned 4:37pm

Minutes approved at regularly scheduled meeting on April 9, 2020

Melannie Castellanos

Melannie Castellanos (May 12, 2020)

University Student Center Board Chair

Date Signed