



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, May 14th, 2020
Zoom Meeting– 3:30pm

- I. Call to Order** -Meeting called to order at 3:32 pm
 - a. Roll Call** *Melannie Castellanos, Mariah Burciaga, Teresa Serna, Donovan Orozco, Nicolette Padron, Janet Rosales, Zoe Martinez, Ravinder Pelia, Edward Erickson (left at 4pm), Andy Klingelhofer, Cesar Rumayor, Katie Rotan*
Absent- *Noah Wells, Alice Pollard, Gary Potter, Maria Marquez, Christine James*
 - b. Points report**
-Zoe has 3 permanent points, and Melannie has 2 permanent points
- II. Approval of Agenda for Thursday, May 14th, 2020**
-Motion to approve by Donovan, second by Nicolette
-Motion carries 10-0-0
- III. Approval of Minutes for Thursday, May 7th, 2020**
-Motion to approve by Zoe, second by Janet
-Motion carries 10-0-0
- IV. Open Forum**
- V. Presentation**
- VI. Action Items**
 - a. Approval of the University Student Center Budget for 2020 – 2021**
-Teresa states the summary of the budget had no changes from the board or budget committee
-She states the budget has no changes and was approved at the budget committee
-Motion to approve by Mariah, second by Janet
-Motion carries 10-0-0
 - b. Approval of the Revised Dress Code & Appearance Policy**
-Melannie states from the corrections, caps and beanies are not allowed to be worn in the building
-She states there was some wording changes to how hair should be
-She states Board of Directors have to wear a dress shirt for the first meeting of the month

- She states while working events programming, and front desk must have polo and t-shirts*
- Motion to approve by Mariah, second by Zoe*
- Motion carries 10-0-0*

c. Approval of the Revised Student Assistant Positions Policy

- Cesar states he would like to seek approval for students to transfer from one position to another*
- He states currently for ASI they have a web and app position available, and there is an IT person and he would like for them to be transferred, without being interviewed*
- He states for programmers, it would allow them to be moved around based off schedule changes*
- Motion to approve by Mariah, second by Janet*
- Motion to approve 10-0-0*

d. Approval of the Internet Reimbursement Policy

- Cesar states as a company some staff and student assistants need to be reimbursed for any personal items used for business*
- He states all of professional staff are working from home, and will continue to work from home along with executives and student assistants*
- He states internet is a hot topic of need right now*
- He states this policy will allow them to be reimbursed a portion of their internet cost*
- Motion to approve by Ravinder, second by Zoe*
- Motion carries 10-0-0*

e. Approval of Cassandra Beckman as a SC Student Director for 2020 – 2021

- Katie states after last week's meeting for nominations, one of the nominated student directors said that she had a conflict with her work schedule*
- She states Cassandra was on the top of the nominee list, but at the time the committee thought she would be more into the ASI side*
- She states she believes she has qualities for the student board and the committee would like to nominate her for the vacancy*
- Cassandra states Student Center is a great way to advocate for students, and she knows she can get the job done*
- Melannie states she will put Cassandra in a waiting room, while the board discusses her nomination*
- Motion to approve by Janet, second by Donovan*
- Katie states Cassandra was 10 on the nominee ranking list*
- She states Cassandra wanted to learn how to advocate for students more*
- She states she was ruled out because she was more ASI focus*
- She states Cassandra asked Katie to keep her informed of any opportunities so she can stay involved in campus*
- Ravinder states Cassandra has a background with being involved which is a good thing*
- Motion carries 10-0-0*

f. Approval of Teresa Serna as the SC Vice Chair of Finance for 2020 -2021

- Teresa states she is a third-year student, she is studying psychology, and was previously the ASI Executive Assistant*
- She states she is very involved on campus, and understands Roberts rule of order and things along that line*
- She states she has experience with the leadership budget, because she was Co-chair for that*
- She states she has revised and created policies*
- She states she has experience with various document managing, has sat on various committees*

- She states she would like to continue next year with all of the knowledge she has received and applying that to next term to become even better*
- Melannie states she will put Teresa in a waiting room while the board discusses*
- Motion to approve by Mariah, second by Janet*
- Melannie states she has worked alongside Teresa this year, and she thinks she has done a great job*
- She adds that she really grew within this position, was very organized, and always made sure to send out her monthly reports*
- She states she will be even better moving forward and make a great contribute to the board*
- Mariah states she agrees with Melannie, and would like to add that Teresa was very helpful, and is very knowledgeable of the organization*
- She adds that she is very willing to help anyone who needs it*
- Motion carries 9-0-0*

g. Approval of Mariah Burciaga as the SC Vice Chair for 2020 – 2021

- Mariah states she has been on the board as a voting member for the last 3 months, and it has been an absolute privilege*
- She states within her previous position and current position, she has experienced multiple areas of work within the Student Center*
- She states she has worked on projects like the Grand Opening Celebration, Brick Campaign, and projects that will help improve the student center*
- She states she would wish to continue promoting the Student Center and providing for students virtually in anyway*
- She states she will continue to ensure the values of campus pride, safety, integrity, excellence, and other values of the Student Center are met*
- Melannie states she will put Mariah into a waiting room while the board discusses*
- Motion to approve by Ravinder, second by Donovan*
- Teresa states Mariah is very passionate and always wanted to work*
- She states she is a very hard worker, and is ready to learn and do new things*
- Melannie states she agrees with Teresa, and thinks Mariah is very motivated and dedicated to her work*
- She states she is very punctual, and she would like to see Mariah grow within this position*
- Nicolette states with Mariah's position, every time she speaks about it, she becomes more knowledgeable*
- She states she is taking big steps in the position and will do well*
- Motion carries 9-0-0*

-Melannie states she will pass the Gavel to Mariah

h. Approval of Melannie Castellanos as the SC Chair for 2020 – 2021

- Melannie states she has been a part of this organization since 2017, and within her time in the organization she has received a lot of experience*
- She states she has done a lot of programming, and revising of policies*
- She states she has served on University Committees, and learned about budgets based off of wanting to learn so she could become more familiar*
- She states she has learned how to public speak and advocate for students*
- She states she is well equipped when it comes to transitioning, and keeping open communication with executives, and people she oversees*
- Mariah states she will put Melannie in a waiting room while the board discusses*
- Motion to approve by Zoe, second by Janet*

- Teresa states Melannie does have an open communication with executives and executive assistant, as well as making sure everyone has work to do*
- She states she appreciates how Melannie wanted to learn more about budget committee*
- She states she always wants to better herself, the organization, and for the Board to keep connected during the virtual setting*
- Ravinder states he has worked with Melannie before, and he noticed she was very organized and ambitious*
- He states Melannie always wants to learn and grow, he agrees she is a great fit for Chair*
- Donovan states for the period of time he has known Melannie, she is very goal-oriented and organized*
- He adds she will do well as Chair*
- Mariah states Melannie is a great teacher*
- She states she will continue to be a great chair for next term*
- Motion carries 8-0-0*

VII. Discussion Items

VIII. Reports of SC Board of Directors

a. ASI Representative- Maria Marquez

b. ASI Student Government & Leadership Manager- Katie Rotan

- Katie states there will be an end of the year report for the board, it has a few questions regarding the term*
- She states for everyone to submit an RSVP for the End of the year Celebration and Passing of the Gavel*

b. SC Vice Chair of Finance- Teresa Serna

- Teresa states she is still working on brick giveaway responses*
- She states she has been working on some policies*
- She states she is still waiting on SVAC*

c. SC Vice Chair- Mariah Burciaga

- Mariah states she has been working on policies for events in the fall*
- She states they have been thinking of using facilities for academic use*
- She states policies are being made that follow the COVID-19 guidelines*
- She states she would like to thank the board for approving policies from policy committee*

d. SC Chair- Melannie Castellanos

- Melannie states in Alumni Council they have been making Grad- packs*
- She states Sustainability meeting has been postponed, but still continuing research*
- She states the Campus Pride mural open forum gave a lot of input*
- She states she will draft a report to meet with the artist*

e. SC Executive Director- Cesar Rumayor

- Cesar asked if anyone had questions regarding the email President Junn sent out*
- Ravinder asked if there is discussion on providing services for students such as printing*
- Andy states there are some discussions going on, but he hasn't heard any decisions*
- Cesar states are printing a need if classes are virtual*
- Ravinder states for some assignments, students may have an issue*
- Cesar states they are still working on getting more hotspots and computers*
- Nicolette asked if there is enough left*
- Amdy states there are still hotspots available and it is being worked on for incoming students*

- Donovan asked for student assistants working from home, will that continue into the fall or will they be layed off*
- Cesar states every division is looking into their student assistants and will be looked over by the director and will be informed*
- Donovan asked if there will be a certain date when students will find out*
- Andy states student assistants like the Rec Center is closed, so those students will not be returning and are aware their term is ending*
- Donovan asked for housing students, will students be able to sign their contract for only spring*
- Andy states yes*
- Janet states printing may be an issue for some students, because FAFSA requires a paper print out that is signed and mailed back*
- She states for the hotspots and laptops, do students have to return them or do they keep them during the summer*
- Andy states yes, they keep them*
- Cesar states he is aware printing is an issue*
- He states slowly students need to prepare if spring is in a virtual setting*
- He states for the Class Action Lawsuit, there won't be updates for a while but there are conversations happening*
- He states the Student Center has been asked to hold academic classes in the student center*
- He states there are concerns, but the executives are willing to explore*
- Ravinder states it makes sense to do it, because the student center has so much space and is there to serve students*
- Donovan states he agrees with Ravinder*
- Nicolette states if they want classes to be in person, how many students will be in that class, and how will they practice social distancing*
- Cesar stats the university will explore the building lay out, and are looking into cleaning the building, he states the university can explore possibilities but is not a for sure yes*
- Andy states campus rec is also being asked, and there are discussions going on*
- Donovan asked if Bizzini and DBH will be closed*
- Cesar states there is paperwork and conversations going on, because you have to have a 6-foot radius between people*
- Janet asked if tuition is being affected*
- Cesar states tuition is not changing*
- Ravinder asked if the Student Center is responsible if anyone gets sick*
- Cesar states no, for students the Student Center is not reliable, for staff yes, they will receive workman's compensation*
- Nicolette asked is there a way to decreases tuition, or give some back*
- Cesar states fees are mandatory, and the services are still being providing just in a different setting*
- Donovan states mandatory fees are being paid for the building, not the service you get as a student*

IX. Announcements

X. Adjournment

- Motion to adjourn by Zoe, second by Donovan*
- Motion carries 9-0-0*

-Meeting adjourned at 4:36pm

Minutes approved at regularly scheduled meeting on May 21, 2020:

Melannie Castellanos

Melannie Castellanos (Jun 3, 2020 12:30 PDT)

Melannie Castellanos, Chair