



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

Minutes

**Monday, June 10th, 2019
MSR 130C-4:45**

Board Members

*Jennifer Galena- Vasquez
Chair*

*Melannie Castellanos
Vice Chair*

*Michelle Li
Student Representative*

*Annelisa Cole
Student Representative*

*Nicolette Padron
Student Representative*

*Janet Rosales
Student Representative*

*Zoe Martinez
Student Representative*

*Diana Avalos
Student Representative*

*Vacant
Student Representative*

*Maria Marquez
ASI Representative*

*Vacant
Faculty Representative*

*Dr. Paz Oliverez
President's Designee*

*Dr. Darrell Haydon
Business and Finance
Representative*

*Vacant
Alumni Representative*

*Vacant
Community Representative*

Advisors / Staff

*Cesar Rumayor
Executive Director*

*Katie Rotan
ASI Student Government &
Leadership Coordinator*

- I. Call to Order :** *Jennifer Galeana- Vasquez calls the meeting to order at 4:46pm*
- a) Roll Call:** *Jennifer Galeana-Vasquez, Cesar Rumayor, Melannie Castellanos, Annelisa Cole, Maria Marquez, Paz Oliverez, Darrell Haydon, Michelle Li, Nicolette Padron, Janet Rosales, Zoe Martinez, Diana Avalos,*
 - b) Absent:**
 - c) Guests:**
 - d) Tardy:**
 - e) Points report:** *N/A*
- II. Approval of Agenda for Monday, June 10, 2019**
- *A motion to approve the agenda for Monday, June 10, 2019 is made by Maria Marquez, second by Melannie Castellanos. Motion carries 9-0-0.*
- III. Approval of Minutes for Thursday, May 9, 2019**
- *A motion to approve the minutes for Thursday, May 9, 2019 is made by Diana Avalos, second by Zoe Martinez. Motion carries 9-0-0.*
- IV. Open Forum**
- V. Presentation**
- VI. Action Items**
- a) Approval of Dr. Edward Erickson for the 2019-2020 USU Board of Directors, Faculty Representative**
 - *Jennifer requests a motion to approve Dr. Edward Erickson for the 2019-2020 USU Board of Directors, Faculty Representative*
 - *A motion to approve Dr. Edward Erickson for the 2019-2020 USU Board of Directors, Faculty Representative is made by Nicolette Padron, second by Melannie Castellanos.*
 - *Motion carries 9-0-0.*
 - b) Approval of the Alice Pollard for the 2019 – 2020 USU Board of Directors, Alumni Representative**
 - *A motion to approve Alice Pollard for the 2019- 2020 USU Board of Directors, Alumni Representative is made by Zoe Martinez, second by Diana Avalos.*
 - *Motion carries 10-0-0.*

c) Approval of Gary Potter for the 2019 – 2020 USU Board of Directors, Community Representative

-A motion to approve Gary Potter for the 2019- 2020 USU Board of Directors, Community Representative is made Michelle Li, second by Nicolette Padron.

-Motion carries 11-0-0.

d) Approval of the USU Board Chair Job Description

-Jennifer starts by referencing what she had said previously as the last board meeting, the vision for Chair, Vice Chair and Finance

-Goes over packets; job descriptions, changes in bylaws, procedures, and positions

-Question about how the decision was made about 7 units for undergrad students to qualify since it's not full time

-Jennifer responds mentioning graduate students are recommended to take 2-3 classes, 2 being almost 6 units, since 7 would be considered half time

-Cesar goes over qualifications for units, cannot go below those. Also mentions the standards for the chancellor's office

-Question about the Gloria Romeo Act

-Jennifer responds with the act that one must present/inform someone 72 hours before meeting

-Additional question on graduate qualifications and units

-Cesar informs it is saying you have to be a part time student by chancellor's office, but can also be full time

-Question about hours

-Jennifer responds there will be a clock in system

-She also says chair/ finance vice chair supervise and have access to see

-A motion to approve the USU Board Chair Job Description is made by Gary Potter, second by Zoe Martinez.

-Motion carries 12-0-0.

e) Approval of the USU Vice Chair Job Description

-Jennifer explains updates on job description; budget committee removed and judicial committee was added

-Co-chair for policy and judicial now also added and enforced point system after approval

-Continue to plan retreats, more programming aspects

-Responsible for planning, marketing, implementing, evaluating board events and others

-Nicolette asked who was chair for policy and judicial before

-Jennifer answers the USU secretary; policy was under vice chair and judicial was under secretary

-She states there is no longer a secretary position.

-A motion to approve USU Vice Chair Job Description is made by Alice Pollard, second by Janet Rosales.

-Motion carries 11-0-0.

f) Approval of the USU Vice Chair Finance Job Description

- Jennifer begins to explain past positions

- She explains shift towards changed duties, similar to ASI

- Serve as chair for budget committee, responsible for all aspects of finances; budgeting, tracking expenses

- Taking over duties vice chair had- sign recs, track, as well as present quarterly reports to budget committee and board members

- A motion to approve USU Vice Chair of Finance Job Description is made by Gary Potter, second by Maria Marquez.

- Motion carries 11-0-0.

g) Approval of Michelle Li as the USU Vice Chair of Finance

- Michelle introduces herself as a newly graduate student, with an undergrad degree in business administrative and marketing
- She plans to continue her education in the fall, applied to get in the MBA program, focusing on general business
- Explains she was treasurer assistant sophomore year for Phi Sig; in charge of payment plans, and other fees
- Trained for treasurer later that year- worked on changes that needed to be made in finances
- Working towards programming to get students to new student center
- She was elected in the VP position in Phi Sig- went through budgets
- Explains her business classes and the works of them
- Question about graduate class and position balance
- Michelle answers she will start with 2 classes/ 6 units to be able to manage both her school and chair position.
- Assures she will know what she could handle as she goes through the semester.
- A motion to approve Michelle Li as the USU Vice Chair of finance is made by Gary Potter, second by Melannie Castellanos.
- Motion carries 10-0-0.

h) Approval of the MOU for Administrative, Management, Accounting, and Financial Systems Access Services

- A motion to approve the MOU for Administrative, Management, Accounting, and Financial Systems Access Services is made by Zoe Martinez, second by Gary Potter.
- Jennifer explains MOU as the accounting services and detailing what each party is responsible for.
- In detail what CSU Stan is in charge of and what the student union is in charge of.
- She gives examples of contractual fees such as UPD, IT, student affairs and others, that each party is in charge of.
- Gary asks about repeating the same actions as last year.
- Cesar answers it must be done every year as a negotiation tool.
- Gary asks if there are any major changes.
- Cesar says there will not be until we have an actual building, in 2020 there will be another negotiation.
- Question about having a new one by spring
- Cesar- Will keep the same practice for the whole physical year but if changes need to be made mid spring there will be a new negotiation.
- Nicolette restates when the building opens in spring we may have to renegotiate.
- Cesar answers they may leave it because they may have staff that could handle more. May allow adjustment time and relook. He says since we are paying for the services, may keep them until following year.
- Motion carries 11-0-0.

i) Approval of the USU Liquidity Policy

- Jennifer states that the management policy for both ASI and USU was established to document rates on managing ASI and USU assets
- Serves as governance, functions by identifying sources of liquidity and establishing parameters for liquidity management activities outlining ASI/USU philosophies on liquidity
- Provides framework of utilization of short-term debt
- Cesar states the asking of this policy as a draft for an audit. He says there is not a lot of assets, but cash- sold furniture, no building. Does not affect us, but must have something. More trainings will become surrounding this topic
- A motion to approve the USU Liquidity policy made by Alice Pollard, second by Dr. Erickson.
- Motion carries 11-0-0.

j) Approval of Noah Wells for the 2019-2020 USU Board of Directors

- *A motion to approve Noah Wells for the 2019-2020 USU Board of directors made by Zoe Martinez, second by Nicolette Padron.*
- *Jennifer states Noah is absent because he is out of the country for the month of June. She says her and Melannie interviewed him over the phone, and he is very excited to join. He is a senior and an economics major with a minor in mathematics. Also, part of the economics student association he was president and part of church youth group.*
- *Melannie assured Noah seems very committed and passionate about being on the board.*
- *Comment on Noah questioning one about being on the board.*
- *A motion to approve Noah Wells for the 2019-2020 USU Board of Directors is made by Zoe Martinez, second by Nicolette Padron.*
- *Motion carries 11-0-0.*

VII. Discussion Items

VIII. Reports

a. USU Board of Directors

b. ASI Representative

- *Maria reports that she is excited to work with all new board members. And will work on new reports this semester to update all.*

c. USU Vice Chair

- *Melannie reminds of summer retreat August 14th-16th, and to fill out survey and allergy info to submit to campsite.*

d. USU Chair

- *Jennifer shared they contacted career services for an updated layout, edits were made and talked about, then sent over to Cesar.*
- *Edits were shown for the layout at career services.*
- *Jennifer answers it is our architect/ design company and Turner is the construction company.*
- *Jennifer also updates she is working on an end of the year report.*
- *Updates on what they have done, initiatives, events that went on, successes, for audit purposes.*
- *Jennifer confirms they have sold 189 bricks with 34 days left to buy one.*
- *She also explains hiring of executive assistant, Mariah Burciaga*
- *Confirms next meeting at July 15th*
- *Question on what time of next meeting*
- *Jennifer says it will be after a training, so around 4:30. She will send out an email.*

e. USU Executive Director

- *Cesar says he has been out of the office due to vacation*
- *He says they are scheduling phone interviews for assistant director of operations position.*
- *More details next meeting, but have hire search companies to help find candidates.*
- *10-12,000 dollars short on pay scale to recruit others from other universities or industries.*
- *He says they are trying to see what is given by end of the week, but will result to interviewing those they must if they have to.*
- *May recommend increase in salary to find candidates.*
- *He says it has been vacant 5 out of the 6 years he's been here.*
- *Congrats those who were appointed and Michelle.*
- *Goes over training July 15th for those who need it, and or want it.*

IX. Announcements

a) Question on initiatives

- Cesar answers July 1st
- Question on committees
- Michelle will notify

X. Adjournment

- A motion to adjourn the meeting is made by Gary Potter, second by Maria Marquez. Motion carries 11-0-0 at 5:28pm.



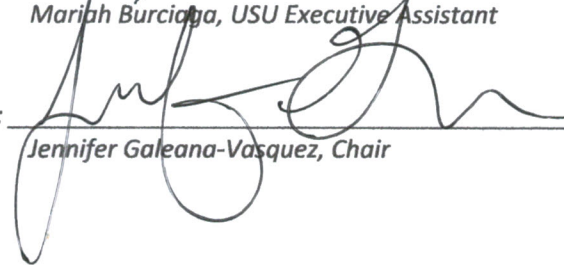
UNIVERSITY STUDENT UNION

California State University, Stanislaus One University Circle, Turlock, CA 95382

Date of Board of Director's Meeting: Monday, June 10th, 2019

Date Minutes approved by the Board: Monday, July 15th, 2019

Minutes Prepared by:  Date: 8/6/19
Mariah Burciaga, USU Executive Assistant

Minutes Approved by:  Date: 8/7/19
Jennifer Galeana-Vasquez, Chair