



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

*Joenna Llavore*  
Student Director

*Cassandra Beckman*  
Student Director

*Adela Gonzalez*  
Student Director

*Gianna Nunes*  
Student Director

*Elizabeth Soriano*  
Student Director

*Cesar Gonzalez*  
Student Director

*Cynella Aghasi*  
ASI Representative

*Dr. Edward Erickson*  
Faculty Representative

*Andy Klingelhoef*  
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*  
ASI Leadership Manager

*Serena Ramirez*  
Executive Assistant

Thursday, May 6<sup>th</sup>, 2021

3:30 Zoom Meeting

This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.

- I. **Call to Order Meeting called to order at 3:33pm**
  - a. **Roll Call**

*Melannie Castellanos, Mariah Burciaga, Teresa Serna, Joenna Llavore, Cassandra Beckman, Adela Gonzalez, Gianna Nunes, Elizabeth Soriano, Cesar Gonzalez, Cynella Aghasi (left 4:50pm), Andy Klingelhoef, Christine James (joined 4:45pm), Cesar Rumayor, Katie Rotan*

**Absent-** *Alice Pollard, Gary Potter*

**Guest-** *Corina Chico, Eboni Boone, Jaqueline Villasenor - Ramirez, Flor Neri*
  - b. **Points report**

*-Cassandra has one permanent point*
- II. **Approval of Agenda for May 6<sup>th</sup>, 2021**

*-Motion to approve by Elizabeth, second by Cesar G.*  
*-Motion by Mariah to amend the agenda and take off the Approval of the Revised ASI & SC Credit Card Policy, second by Cynella*  
*-Motion carries 12-0-0*
- III. **Approval of Minutes for April 22<sup>nd</sup>, 2021**

*-Motion to approve by Adela, second by Gianna*  
*-Motion carries 12-0-0*
- IV. **Open Forum**
- V. **Presentation**
  - a. **ASI & SC Diversity, Inclusion, and Belonging Statement – Draft**

*-Melannie states ASI and SC both have different web pages, so they created a Diversity, Inclusion and Belonging Statement to include within both of their web pages*  
*-She states the SC executives have been working on this statement and presented it to people within the organization such as code red to receive feedback*

- She states they wanted the statement to be very action based
- She states this statement should show our organizations taking accountability for our actions and what we plan to do for students to advance diversity, inclusion and belonging
- Cynella states she has a suggestion on the last sentence to change “or” to and replacing it with “and so in celebration”
- Cesar G. states possible adding the wording “virtual setting”
- Melannie states the statement is to show the Student Center exist as an organization at Stanislaus State and they will continue to live by the statement on or off campus
- Gianna states that she has a word change suggestion, to change “enhance” to “ensure” in the second paragraph
- Adela states she agrees with Gianna on changing that word
- Gianna states another suggestion she has is to, keep enhance diversity, but then have it say ensure equity and inclusion
- Flor states she has a suggestion for wording, that she thinks there are too many “ands”, she thinks it should say “we hold ourselves accountable for our actions and inactions and change the and for too, while so while maintaining intentional measurable and meaningful efforts”
- Melannie states they will take into consideration all of the comments and make edits to the statement

**b. SC 2021/22 Organizational Budget – Draft (Teresa Serna, SC Vice President of Finance)**

- Teresa states the first page is always a summary of the entire budget in terms of its breakdown by department and then this year's budget or the year coming up budget in comparison to the current year that we're in right now
- She states each department has a summary where it compares the current year that we're in with the year that we were planning for
- She states the departments that are within our building, for example, like student leadership and development rent a space out from us so just think of it as like we're landlords and we're renting spaces to other departments to use within our building
- She states going into expenses, the three professional staff that come out of administration would be our executive director or human resource and risk manager and then our administrative support coordinator, all their dental insurance, health insurance, and retirement
- She states in terms of conference fees, you pay for the travel, but you also pay the conference fee to be able to attend there, that's 2,500 broken down by AOA annual conference and ACUI
- She states the contractual services where we pay money for the service to be used, such as University Police, Financial Services, OIT, safety and risk management, as well as the brick campaign
- She states also in the Admin Budget are expenses such as office supplies, software memberships, subscriptions etc.
- Cassandra states in the Admin budget under FedEx expense there's only \$200 allocated, that seems small for how much ASI and SC ship out
- Teresa states within each budget there are different postage budgets for that department

- She states moving on to the Operations budget, it is the same as comparing this year to the next year
- She states Facility rentals is where most of the revenue comes from as well as student fees
- She states the assistant director of operations, reservations coordinator, building maintenance supervisor, custodial services assistant, procurement specialist, insurance and benefits come out of operations budget
- She states all of that comes to a total of \$341,760 towards student assistants
- She states telephone usage, travel in-state, conference fees, and utilities come out of operations budget as well
- She states for the gaming center budget they have miscellaneous repairs in case of any gaming consul issues
- She states equipment and furniture have allocated money
- She states marketing, flyers, and food and beverage have allocated money
- She states everything totals out to \$7,500
- She states the service desk budget also shows this year and upcoming year
- She states the revenue that the service desk will get will come from student fees, as well as bus passes, movie tickets, and printing
- She states service desk student assistants come out of this budget as well, including any printing and digital signage they may need
- She states \$13,405 are allocated to the Merced 31 Day pass, Stanislaus 20-day student pass, Stanislaus 31-day pass, movie tickets, and student assistant apparel, t-shirts, and name tags
- She states for programming budget get some of their revenue, other than student fees from weekend warrior Program
- She states the Student assistants that come out of this budget are the programs graduate assistant, the events student coordinator, and the weekend warrior assistant
- She states \$110,400 are allocated to SC programming events such as Warrior Wednesday's, Welcome week, Welcome Back week, SMART day, Final's day (Fall and Spring), Stan Fest, Multicultural event, and Weekend Warrior
- She states moving into the Leadership Budget, leadership gets their revenue from their student fees, there is not extra additional so in terms of student assistance to student assistance that fall under leadership, would be the Chair, The Vice Chair, Vice Chair of Finance, and then the Executive Student Assistant
- She states IT and AV equipment are included as well
- She states there is \$2,000 allocated to Student Center Board of Directors
- She states they allocated \$35,000 to Student Organization funding, as well as ASI
- She states The Stockton campus budget does get revenue from bus passes
- She states those buss passes are for the San Joaquin county
- She states the professional staff that comes out of this budget is Programs and Services Coordinator
- She states the programming that comes out of the Students Center budget at the Stockton Campus, that's the welcome back pancake breakfast for both the fall and spring semester, as well as the open house for this fall semester
- She states miscellaneous travel, equipment and furniture are included as well

## **VI. Action Items**

### **a. Approval of the SC Custodial Services Assistant Job Description & Classification**

- Melannie states this was approved last meeting, and there is no need for further approval

**b. Approval of the Revised ASI & SC Purchasing Authority Policy**

- Mariah states the policy committee approved this policy
- She states the purpose of the policy is to allow Professional staff who oversee departments can make purchases of no more than \$500 without submitting a purchase request
- She states since they track their budget, they should know if they are able to spend that money or not
- She states if they spend \$20 over their budget, there will be some concerns about why they are going over their budget
- Motion to approve by Gianna, second by Mariah
- Cassandra asked why Karmjit name is on the signature line and not Zoe
- Mariah states once it is approved it will be changed
- Motion carries 12-0-0

**c. Approval of the Revised ASI & SC Credit Card Policy**

**d. Approval of the ASI & SC Bid Requirement Policy**

- Mariah states this policy is for when there is a project that is over \$50,000
- She states the Student Center can seek other groups for resources that the university cannot provide
- She states some projects will require contractors, and the University does not give that resource
- Motion to approve by Cassandra, second by Elizabeth
- Motion carries 12-0-0

**e. Approval of the SC Affinity Group Graduation Fund Policy**

- Mariah states this policy is for the funding that Student Center can give to Affinity groups
- She states they have allocated 5, \$1,000 awards to 5 affinity groups
- She states there are certain things they can use this money for, like venue expenses and equipment rentals
- She states the event must be held at the Turlock Campus
- She states any leftover funds must be given back to the Student Center
- She states they will have to request these funds by a timed deadline, as well as proposal paperwork
- She states the funding committee will decide who receives and doesn't receive these funds
- Motion to approve by Joanna, second by Cassandra
- Adela asked if Greek Orgs are considered Affinity groups
- Melannie states no they are not
- Gianna asked if they are awarded on a first come first serve basis
- Mariah states yes, depending on when they submit the proposal and what they need it for
- Dr. Erickson suggested possible changing the wording to \$5,000 rather than 5 \$1,000, it could be confusing to some
- He states you could write \$5,000 allocated with a \$1,000 maximum per group
- Teresa states just take that last sentence out of 1.3 so it'll say that the affinity groups, can get a thousand dollars, but we're not saying that each award is \$1,000
- Motion to amend the policy to remove the five awards of \$1,000 by Mariah, second by Teresa
- Motion carries 12-0-0

**f. Approval of Adela Gonzalez for the 2021 – 2022 SC Board of Directors**

- Motion to approve by Mariah, second by Gianna
- Adela states she is a 3<sup>rd</sup> year studying criminal justice with the concentration in forensic science
- She states she wants to stay on the board because she has learned so much already and wants to continue to put in more work

- Melannie states she is going to place her into a waiting room while the board has discussion
- She states she saw Adela as very passionate about being on the board
- Teresa states she agrees with Melannie, and it seemed like she learned a lot being on the board
- Cassandra states Adela did a great job on using funding for being on the board for the first time
- Cynella states she agrees with Cassandra, and she can see her putting in more effort to getting things done
- Motion carries 11-0-0

**g. Approval of Cesar Gonzalez Quiroz for the 2021 – 2022 SC Board of Directors**

- Motion to approve by Mariah, second by Gianna
- Cesar G. states he is a freshman studying business administration with a concentration in marketing
- He states he would like to come back to the board to continue to learn, he thinks it will help him in the future with his career
- Melannie states she is going to place him in the breakout room while the board has discussion
- She states Cesar G. joined later in the semester, and has a lot of passion and interest
- Katie states he started out in FLEX and he showed interest in being a board of director right away
- She states he will be a good asset to the board
- Melannie states he did want to sit on the budget committee, but the times didn't work out with his schedule, so he stays the first hour and then goes to class even though he isn't a voting member
- Motion carries 11-0-0

**h. Approval of Corina Chico for the 2021 – 2022 SC Board of Directors**

- Motion to approve by Adela, second by Cassandra
- Corina states she is a freshman studying business administration with a concentration in accounting
- She states she wants to join the board because she wants to be able to help other students like herself
- Melannie states she will now place her in a waiting room while the board has discussion
- She states Corina seemed very confident in her interview
- Teresa states in her interview she was very eager to learn, and looked like she did her research on the Student Center since she is a first year
- Mariah states she attended all the SC events and was always present
- Motion carries 11-0-0

**i. Approval of Eboni Boone for the 2021 – 2022 SC Board of Directors**

- Motion to approve by Mariah, second by Elizabeth
- Eboni states she is a third-year social science major with emphasis and communication studies and gender studies
- She states although she hasn't been heavily involved with the Student Center, she does have the skill sets to provide for this position
- She states she has been in ASI and sat on different internal and external committees, she worked on a referendum that was approved, as well as sat on the ASI student government
- Melannie states she will now place her in a waiting room while the board has discussion
- She states Eboni has been very involved with ASI and Student Center
- She states she is very confident that she will do amazing things on the Student Center Board of Directors, but she overall is extremely knowledgeable
- Katie states Eboni started out as a Flex member, and she knows she has a lot of passion for the organization and wanting to be involved

*-Adela states she was in Code Red with Eboni and she was a great team leader, and worked great within a team, she thinks she will be good as a director*

*-Motion carries 11-0-0*

**j. Approval of Flor Neri for the 2021 – 2022 SC Board of Directors**

*-Motion to approve by Mariah, second by Cynella*

*-Flor states she is a first-year communication student with a truck in public media*

*-She states she would like the opportunity to grow as a leader and to be able to learn more about the Student Center and promote events and services*

*-Melannie states she will now place her in a waiting room while the board has discussion*

*-She states Flor is currently in code red she also has an internship related to her major, she's very on top of things and seems very organized and willing to speak out on our board of directors, she thinks that's all very valuable*

*-Eboni states she has worked with her in Code Rd and Flor is phenomenal, she volunteered right off the bat, and she would always ask if there's like more that she could do from a virtual setting*

*-Teresa states in her interview when asked what her goals were, she had a lot of personal goals and goals she wanted to see come from the Student Center*

*-Motion carries 11-0-0*

**k. Approval of Gianna Nunes for the 2021 – 2022 SC Board of Directors**

*-Motion to approve by Cesar, second by Adela*

*-Gianna states she is a third-year kinesiology student and is currently sitting on the board as a student director and if given the opportunity she would love to continue to serve Stan state students and providing programs services and of course the building to help them feel included and connected to both the University and Student Center*

*-Melannie states she will now place her in a breakout room while the board has discussion*

*-She states Gianna is very involved in her committees and on the board*

*-She states in her interview she came with a lot of goals in mind and is excited to see what she will do*

*-Teresa states Gianna interviews well, and she shows a lot of professionalism which is a great quality to have*

*-She states she didn't hesitate to ask questions, and she isn't afraid to speak her mind*

*-Motion carries 11-0-0*

**l. Approval of Jacqueline Villasenor -Ramirez for the 2021 – 2022 SC Board of Directors**

*-Motion to approve by Cassandra, second by Gianna*

*-Jacqueline states she is a second-year majoring in biology, and she wants to serve on the board of directors, because she wants to be more involved, and she want students, faculty, and alumni to feel more welcomed*

*-Melannie states she will now place her in a waiting room while the board has discussion*

*-She states Jacqueline came into her interview very prepared and she obviously did her research on the University Student Center*

*-She states she seemed very interested in helping students and developing her leadership skills*

*-Motion carries 11-0-0*

**m. Approval of Mariah Burciaga for the 2021 – 2022 SC Board of Directors**

*-Motion to approve by Adela, second by Cesar*

*-Mariah states she is a third-year student, an English major, and has served on the board this past year*

*-She states she has served on many standing committees as well as campus wide committees to be a representative of the Student Center and serve students*

*-Melannie states she will now place her in a waiting room while the board has discussion*

*-She states working with Mariah, she's very dedicated to the work that she does, and she gives everything 110% all the time, and she just puts all her energy into things, and she would be great serving another term of the board*

*-Teresa states just from the start, even when she was an executive assistant, she was always asking like what I can do, and she still does that now, always ready to volunteer when we have a project*

*-She states she'll grow even more like 120% doing everything and wants to make sure that everything's going great for the building and continue to provide for the students*

*-Adela states she agrees with what both Melannie and Teresa says, because she's very dedicated and committed and she's just a great team member*

*-Motion carries 11-0-0*

#### **n. Nominations for the 2021 – 2022 SC Board of Directors Executive Positions**

##### **i. SC Chair**

*-Motion to open nominations by Adela, second by Cassandra*

*-Melannie states she would like to nominate Mariah for SC Chair*

*-Mariah states she accepts this nomination*

*-Motion to close nominations by Elizabeth, second by Gianna*

*-Motion carries 12-0-0*

##### **ii. SC Vice Chair**

*-Motion to open nominations by Mariah, second by Cassandra*

*-Mariah states she would like to nominate Eboni*

*-Eboni states she accepts*

*-Motion to close by Joanna, second by Cesar G.*

*-Motion carries 12-0-0*

##### **iii. SC Vice Chair of Finance**

*-Motion to open nominations by Mariah, second by Gianna*

*-Teresa state she would like to nominate Gianna*

*-Gianna states she accepts*

*-Motion to close by Mariah, second by Cassandra*

*-Motion carries 12-0-0*

### **VII. Discussion Items**

### **VIII. Reports**

#### **a. SC Board of Directors**

#### **b. ASI Representative- Cynella Aghasi**

#### **c. ASI Leadership Manager- Katie Rotan**

*-Katie states Passing of the Gavel Ceremony is on May 18<sup>th</sup>*

*-She states the End of the Year Celebration is May 25<sup>th</sup>*

*-She states all board members who were approved will receive an email soon*

*-She states she is working on collecting laptops*

*-She states everyone will also receive an email on end of the year evals*

#### **d. SC Vice Chair of Finance- Teresa Serna**

*-Teresa states the Signage and Decal committee met to discuss finalizations*

*-She states they packaged 200 finals day care packages*

*-She states budget committee met to discuss final budget*

*-She states she also assisted with the Food Pantry in Stockton*

**e. SC Vice Chair- Mariah Burciaga**

*-Mariah states she has also been working on finals day care packages*

*-She states she has also been working on the Finals Week events*

*-She states policy met on Monday*

*-She states she is part of the campus naming committee and will be meeting next Wednesday and Friday and then will be on the search committee for the SC Programs Graduate Assistant*

**f. SC Chair- Melannie Castellanos**

*-Melannie states she is also working on finishing up some projects*

*-She states they are still working on getting the casing for the tightest mascot suit one of our previous mascot suits*

*-She states she is working with the company right now to place order and our campus pride quilt is displayed on the wall as well*

*-She states the contract process for the same artist to complete the pride mural at the Stockton campus per the contract, he would begin doing that work at the Stockton campus on the 30th of this month*

*-She states the commencement committee is still accepting volunteers for commencement*

*-She states she met with the Stan State App committee and they are working on integrating canvas into the app for example reminders of assignments*

**g. SC Executive Director- Cesar Rumayor**

*-Cesar states they are still working on the repopulation plan, on that higher education and reopening there was some information that came out today by President Junn*

*-He states they started working on our risk assessments prior to doing that we're also going to be moving certain staff in the Student Center, they are going to relocate our HR services upstairs and move some of our operational staff downstairs, so we have placed an order for new six new workstations*

*-He states there are 54 days away from your last your very last opportunity to buy a brick*

*- He states they are working with the University on potential storage in the Event Center so that might be a project that we include over the summer*

*-He states for the Stockton Campus they are almost completed with the student lounge be renovations and then we're just waiting word on when the furniture is going to arrive for the word activity Center the student lounge A and the student lounge B*

**IX. Announcements**

*-Melannie and Christine state they would like to congratulate all incoming board*

**X. Adjournment**

*-Motion to adjourn by Adela, second by Elizabeth*

*-Motion carries 12-0-0*

*-Meeting adjourned at 5:21PM*

Minutes approved at a regularly scheduled meeting held on 05-13-2021.

*Melannie Castellanos*

Melannie Castellanos (May 17, 2021 09:04 PDT)

Melannie Castellanos, Chair