



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Board Members

Mariah Burciaga
Chair

Manuel Parreno
Vice Chair

Gianna Nunes
Vice Chair of Finance

Cesar Gonzalez Quiroz
Student Director

Michael Marko
Student Director

Amelia Velasquez Valencia
Student Director

Jadyn Glushenko
Student Director

Kelly Costa
Student Director

Samantha Camacho
Student Director

Destiny Suarez
ASI Representative

Dr. Edward Erickson
Faculty Representative

Dr. Heather Dunn Carlton
President's Designee

Vacant
Business and Finance
Representative

Alice Pollard
Alumni Representative

Gary Potter
Community Representative

Staff

Cesar Rumayor
Executive Director

Katie Rotan
Leadership Manager

Melannie Castellanos
Interim Leadership Assistant

Vacant
Executive Assistant

Tuesday, June 21, 2022

4:30 pm

University Student Center – Board Conference Room (SC102)

I. Call to Order

- Meeting called to order at 4:28pm

b. Roll Call: Mariah Burciaga, Manuel Parreno, Gianna Nunes, Cesar Gonzalez Quiroz, Michael Marko, Amelia Velasquez Valencia, Jadyn Glushenko, Kelly Costa, Samantha Camacho, Destiny Suarez, Dr. Heather Dunn Carlton, Melannie Castellanos

Absent: Dr. Edward Erickson, Alice Pollard, Gary Potter, Cesar Rumayor, Katie Rotan

c. Points report

- Manuel stated no points to report

II. Approval of Agenda for Tuesday June 21st, 2022

- Motion to approve by Manuel, second by Michael
- Motion carries 11-0-0

III. Approval of Minutes for Thursday May 12th, 2022

- Motion to table by Gianna, second by Manuel
- Motion carries 11-0-0

IV. Open Forum

(This time is set aside for public comment on pending or current issues)

V. Presentation

VI. Action Items

a. Approval of the Birthday/ Anniversary Policy
(Presenting new Birthday/Anniversary Policy)

- Motion to approve by Manuel, second by Cesar
- Ammie explains this is a new policy to increase retention and addition of benefits
- She states this is additional time off for regular full-time professional staff and not interim employees
- She states they have taken 8 hours and split it into two separate occasions, 4 hours for a birthday and 4 hours for work anniversary

- *Ammie adds that there is 4 hours in total for part time staff*
- *She states this is fixed to a set date and employees will not get cashed out if they do not use it*
- *Ammie states they may be flexible if an employee's birthday or anniversary lands on a weekend*
- *Motion carries 10-1-0*

b. Approval of the Revised Personal Holiday Policy

(Providing updates on revised Personal Holiday Policy)

- *Motion to approve by Michael, second by Destiny*
- *Ammie states that this policy offers employees one personal day of a maximum of 8 hours*
- *Ammie states that the difference is they will not be offering this to interim appointments*
- *Gianna raises discussion on the concern of not offering this benefit to interim appointments*
- *Ammie states it is meant to be a reward with additional benefits once they become professional staff*
- *Gianna states since they will be doing the same workload interim appointments should also seek that benefit*
- *Ammie states they would like to recognize those staff members who have been through the onboarding process*
- *Cesar asks why the limit is only two days*
- *Ammie states there is a limit on the liability for those days*
- *Motion carries 9-2-0*

c. Approval of the Revised Office Hours Policy

(Providing updates on revised Office Hours Policy)

- *Motion by Cesar, second by Gianna*
- *Ammie states the previous policy states it will be Monday-Friday from 9:00am-5:00pm but will need to be updated due to building hours*
- *Heather recommends instead of having "normal" it changes to building hours of operation since they vary*
- *She states the policy will state building operating hours since they vary*
- *Ammie adds that changes to schedule will need to be given prior*
- *She states a two-week notice must be given for any schedule changes*
- *She states that a written notice must be given unless special circumstances that do not provide time for such notice otherwise*
- *Cesar moves to amend the motion by "changing the word normal and keeping building operation hours", second by Michael*
- *Motion to amend carries 11-0-0*
- *Amended motion is now the main motion*
- *Motion carries 11-0-0*

d. Approval of Laurie McCavity as the SC Human Resource Assistant - Part Time Position

(Seeking approval for candidate)

- *Motion to approve by Michael, second by Manuel*
- *Ammie states Manuel and herself interviewed four candidates*
- *She states Laurie has different experiences that would be applicable to this specific position*
- *She states she has dealt with confidential material before*

- *Ammie states she has worked with confidential medical information before as well as financial aspects*
- *She adds she has a bachelors from Canada in social work*
- *She states she believes it is important to have empathy when working in human resources*
- *Ammie states her references were great and she has no reservations*
- *Manuel states her believed she was an excellent candidate and he is confident in this decision with her skill set and etiquette*
- *Motion carries 11-0-0*

e. Approval of the Memorandum of Understanding for Administrative Services between California State University, Stanislaus and the University Student Center

(Presenting MOU)

- *Motion to table by Gianna, second by Manuel*
- *Motion carries 11-0-0*

f. Approval of \$16,000.00 to purchase a Keycard Control Unit

(Seeking approval for non-budgeted purchase)

- *Motion to table by Michael, second by Cesar*
- *Motion carries 11-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *No reports*

b. ASI Representative- Destiny Suarez

- *Destiny stated she is excited to now be working with the SC Board of Directors*

c. Leadership Manager- Katie Rotan

- *No report/ Absent*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna stated there was an ASI & SC HR Committee meeting*
- *She stated herself and Manny have been attending NSO Showcases as student representatives*
- *She states there was an ASI & SC Executive training last week*
- *Gianna states her initiatives this year include the pride flagpole, SC fee transparency, and health and wellness*

e. SC Vice Chair- Manuel Parreno

- *Manny stated he has been working with Gianna on the same items*
- *He stated that he has been working on initiatives his top priority is the Stan State Letters, working on food service, and extending patio seating*

f. SC Chair- Mariah Burciaga

- *No report*

g. Executive Director- Cesar Rumayor

- *No report/ Absent*

IX. Announcements

- *No announcements*

X. Adjournment

- *Motion to adjourn by Michael, second by Samantha*
- *Motion carries 11-0-0*
- *Meeting adjourned at 4:47pm*

Minutes approved at a regularly scheduled meeting held on July 14, 2022.

Mariah Burciaga

[Mariah Burciaga \(Jul 22, 2022 11:31 PDT\)](#)

Mariah Burciaga, Chair