



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, February 9th, 2023
3:30pm

- I. Call to Order-** *Meeting called to order at 3:30PM*
- Roll Call-** *Mariah Burciaga, Manuel Parreno, Gianna Nunes, Cesar Gonzalez- Quiroz, Amelia Velazquez Valencia, Kelly Costa, Michael Marko, Samantha Camacho, Alice Pollard, Gary Potter, Edward Erickson, Heather Dunn Carlton, Katie Rotan, Melannie Castellanos*
- Absent-** *Jadyn Glushenko, Adela Gonzalez, Rose McAuliffe, Cesar Rumayor*
- Guests-** *Scott Schorn, Dennette Dores, David Sawyer (representative for Rose McAuliffe)*
- a. Points report**
- *Five permanent points for Jadyn Glushenko*
- II. Approval of Agenda for February 9th, 2023**
- *Motion to approve by Michael, second by Amelia*
 - *Motion carries 12-0-0*
- III. Approval of Minutes for January 19th, 2023**
- *Motion to approve by Gary, second by Michael*
 - *Motion carries 12-0-0*
- IV. Open Forum**
- V. Presentations**
- a. ASI and SC Programming – Jocelyn Castellanos, ASI Programs & Assessment Manager**
- *Jocelyn states that in the Fall 2022 semester, we coordinated thirty-two events and activities for students*
 - *She states that we further extended our Warrior Wednesday activities to students who attend campus in the evening, and we will continue to do so in the Spring semester*
 - *She states that we introduced our “Live at the Grill” series to bring local artists into the Student Center*
 - *She states that we engaged students 5,547 times, and we had Titus at 26 ASI & SC events*
 - *She states for the License Plates & Decals program this semester, we are going to start utilizing Shield Lane to drive more foot traffic into the Student Center*
 - *She states that for our Special Events program, our annual Homecoming is next week, and our Warrior Day Festival is at the end of the academic year*
 - *She states that we are launching “Titus Talks” this semester*

b. ASI and SC Stockton Campus and ASI Marketing – Jennifer Garcia, SC Programs & Services Coordinator

- *Jennifer states that we have fourteen businesses in Stockton who are part of the Warrior Discounter program at the Stockton Campus*
- *She states that we have a line of Stockton Warrior Merchandise sold out of the Warrior Activity Center*
- *She states that we had a total of eighteen SC Fall events the past Fall semester with an average attendance of eighteen students*
- *She states that fifty-four students attended the Spring Welcome Back Pancake Breakfast*
- *She states that 68 people attended the SC Open House, including students' families*
- *Mariah passes the gavel to Manuel at 3:51pm**
- *Jennifer states that for the Spring semester, all the events will highlight the SC spaces*
- *She states that we have a daily average of 24 students using the SC spaces*
- *She states that we are hiring Front Desk student assistants to extend operating hours*
- *Manuel states that he will be chairing the remainder of the meeting*
- *Jennifer states that the Marketing department generated a revenue total of \$22,322.97 during the Fall semester and had a total of 264 marketing requests*
- *She states that we will have seven scheduled merchandise pop-ups for the Spring semester*
- *She states that we hosted a crewneck giveaway on Instagram in collaboration with Student Affairs before the start of the semester with a total of 168 participants and 32 new followers*
- *She states that we will be introducing weekly event stories*
- *Gary asks how many students there are at the Stockton campus*
- *Jennifer states that it ranges from 150 to 300 students on average, depending on the day*
- *She states that we gained 94 followers on Instagram last Fall semester, and we want focus more on follower engagement*
- *She states that we will have recruitment events for student employment later in the semester*

c. ASI Student Govt. – Maria Marquez, Interim ASI Student Govt. Assistant

- *Maria states that she will be providing updates regarding programming services and Board initiatives for the Spring semester*
- *She states that our Student Government tabling events are on Tuesdays from 10am-1pm*
- *She states that the Warriors Giving Back Blood Drive will be on Monday, March 6th at Shield Lane from 10am-3pm*
- *She states that the next Student Government Town Hall will be about on-campus food services and thanks us for co-sponsoring the event*
- *She states that we are celebrating Earth Day with a clothing swap event in partnership with Eco Warriors on campus on Wednesday, April 12th in the Quad from 10am-1pm*
- *She states that our Warriors Vote tabling is meant to encourage active civic engagement*
- *She states that this semester, we are doing Mental Health Awareness Acts throughout the month of February, and will be passing out Mental Health care packages in March*
- *She states that applications for ASI Elections are officially open, and that we will be providing an information session for students to stop by and ask questions on March 14th*
- *She states that some services we provide are the Warrior Discounter program, Warriors Giving Back scholarships, free Turlock Transit transportation, and student life funding for student organizations*
- *She states that an Academic Advising Survey has been emailed to all students*

- *She states that we had a Town Hall last semester regarding campus parking, and we will be inviting the University Student Center to present to the Board and answer students' questions*
- *She states that we have an upcoming Town Hall in March regarding food services*
- *She states that the ASI Vice President is working on a resolution regarding U Hour for students to have one hour or more per week dedicated to not having scheduled classes, which allows students to attend events and workshops*
- *She states that the ASI Director of Athletics worked on a food voucher for Title IX games last fall semester*
- *She states that the ASI Director for Sustainability is updating our sustainability flyers that the Student Center displays during the summer*
- *She states that the ASI Vice President and ASI Director for Student Organizations recruited students for the Get Involved Student Org Fair and informed them on recruitment*
- *She states that the ASI Director for Housing and Residential Life has been to host monthly social events in Village Café where Housing & Residential students can express any potential concerns to her*
- *She states that ASI posts Board of Director updates on the Student Government social media page and have ongoing campaigns*

VI. Action Items

- Approval of the Approval of the SC Form 990 (Exempt from Income Tax)

*This action item was presented at 3:35pm**

- *Motion to approve by Michael, second by Manuel*
- *Dennette states that in addition to the main Form 990, the Student Center has seven schedules that are attached to the tax return to provide more detailed information about the organization*
- *She states that Schedule A is Public Charity Status and Public Support*
- *She states that Schedule D is Supplemental Financial Statements*
- *She states that Schedule I is Grants and Other Assistance to Organizations*
- *She states that Schedule J is Compensation Information*
- *She states that Schedule K is Supplemental Information on Tax-Exempt Bonds*
- *She states that Schedule O is Supplemental Information to Form 990*
- *She states that Schedule R is Related Organizations and Unrelated Partnerships*
- *She states that the form 199 is the stateside form that is required for tax reporting*
- *She states that the form RRF-1 is the annual registration fee report to the attorney general of California*
- *She states that the net assets on page 1 of the Form 990 tie to the audited financial statements of activities for the year*

*Heather came in at 3:38pm**

- *Motion to approve the SC Form 990*
- *Motion carries 13-0-0*

a. Approval of the SC Facility Services Manager Job Description and Classification

- *Motion to approve by Amelia, second by Michael*
- *Scott states that we are removing the Facility Services Supervisor position and changing it to a manager-level exempt position*
- *He states that our current Custodial Services Lead will change to a coordinator position*

- *Motion to approve the SC Facility Services Manager Job Description and Classification*
- *Motion carries 12-0-0*

b. Approval of using Room 107 as the SC Conference & Events Suite

- *Motion to approve by Alice, second by Kelly*
- *Scott states that we have been looking at different areas in our building to expand our offices*
- *He states that when we opened the Gaming Center, we did not receive a great response*
- *He states that it is difficult to keep up to date with gaming equipment and consoles*
- *He states that in order to provide gaming opportunities for students, we are looking into the possibility of bringing a gaming truck or hosting gaming tournaments*
- *He states that the Conference and Events area would move into the Gaming Center location, which would be an office for our coordinator and student staff*
- *Motion to approve of using Room 107 as the SC Conference & Events Suite*
- *Motion carries 12-0-0*

c. Approval of the 2023/24 SC Budget Formulation Timeline

- *Motion to approve by Michael, second by Heather*
- *Gianna states that this timeline was created on January 20th, 2023, and she will provide a description for each of the dates*
- *She states that professional staff and executives will begin to work on budget drafts on February 10th*
- *She states that professional and executives will meet with the Executive Director to discuss their budget drafts from February 24th to March 10th*
- *She states that budget presentations will happen during Budget Committee meetings on Thursdays from 12:30pm-1:30pm on March 16th, March 23rd, March 30th, and April 13th*
- *She states that the Board of Directors will vote to approve the budget on May 9th for ASI and May 11th for Student Center*
- *She states that the budgets will be forwarded to the campus President and VPs for approval and review on June 1st*
- *Motion to approve the 2023/24 SC Budget Formulation Timeline*
- *Motion carries 12-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *No Reports*

b. ASI Representative- Adela Gonzalez

- *No Report/ Absent*

c. SC Vice Chair- Manuel Parreno

- *Manuel states that our Pancake Breakfast was successful with a total attendance of 323 students, and that Birthday Bash also had a great turnout*
- *He states that we are finalizing schedules for internal committees*

- *He states that he will soon be working on his initiative of a farmer's market since his two other initiatives were moved to expansion*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna states that after meeting with Christine Erickson, the Pride flagpole proposal was denied due to legal concerns about possibly being sued*
- *She states that she will be working on brainstorming more ways to fill her initiative goals*

e. ASI Leadership Manager- Katie Rotan

- *Katie states that applications for Student Center Board of Directors open on Friday, March 3rd, and we will be having recruitment events*
- *She states that an email was sent out regarding Lifeskills series and reminds us to register*
- *She states that ASI Student Government is hosting a Town Hall on Tuesday, March 21st regarding food service*
- *She states that sales for Phase 2 of the Alumni Brick Plaza be open from next Monday up until May 31st, and there are 200 spots*
- *She states that Homecoming is next week and encourages us to attend the events if possible*

f. SC Chair- Mariah Burciaga

- *Manuel states that he will be giving Mariah's report on her behalf*
- *He states that Mariah will be at the Stockton Campus on Mondays for the Dean of Students search committee*
- *He states that Facilities Committee will be meeting next week*
- *He states that Mariah is working with other executives and professional staff on Phase 1 of the Student Center expansion*
- *He reminds us to fill out the Academic Advising survey*

g. SC Executive Director- Cesar Rumayor

- *No Report/ Absent*

IX. Announcements

X. Adjournment

- *Motion to adjourn by Michael, second by Gary*
- *Motion carries 12-0-0*
- *Meeting adjourned by 4:37PM*

Minutes approved at a regularly scheduled meeting held on March 9, 2023.

Mariah Burciaga

Mariah Burciaga (Mar 13, 2023 14:59 PDT)

Mariah Burciaga, Chair