



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, March 9th, 2023
3:30pm

- I. Call to Order-** *Meeting called to order at 3:31PM*
Roll Call- *Mariah Burciaga, Mariana Jimenez, Gianna Nunes, Cesar Gonzalez- Quiroz, Amelia Velazquez Valencia, Jady Glushenko, Kelly Costa, Michael Marko, Samantha Camacho, Adela Gonzalez, Gary Potter, Edward Erickson, Rose McAuliffe, Heather Dunn Carlton, Cesar Rumayor, Katie Rotan, Melannie Castellanos*
Absent- *Alice Pollard*
- a. Points report**
- *Five permanent points for Jady Glushenko*
- II. Approval of Agenda for March 9th, 2023**
- *Motion to approve by Michael, second by Kelly*
 - *Motion carries 13-0-0*
- III. Approval of Minutes for February 9th, 2023**
- *Motion to approve by Michael, second by Adela*
 - *Motion carries 13-0-0*
- IV. Open Forum**
- V. Presentations**
- a. University Student Center Budget 101 – Gianna Nunes, SC Vice Chair of Finance**
- *Gianna states that she will be giving a brief overview of budget terminology because we will be approving our final operating budget, so it is important to know what departments we have budgets for*
 - *She states that allocating money is when you assign money to certain areas, expense is anything taken out of the budget, revenue is income or earnings, reserves are funds set aside to use down the line for unperceived costs, debt services are payments that cover the loan we pay for the building, and a line item is an item that is specific to the budget*
 - *She states that a non-profit organization is meant to benefit the public good, and a not-for-profit organization does not generate profits for the owners, so the money that comes in is directly used to pursue the company's objectives*
 - *She states that ASI & SC are both not-for-profit organizations, so all the revenue from student fees goes back into student services*
 - *She states that the 2023-2024 fiscal year has a projected fee increase based on the cost of living adjustment COLA, an assessment done by the government*

- *She states that the SC departments in the budget are Student Center Administration, Leadership, Operations, Service Desk, Programming, and the Stockton Campus*
- *She states some examples of line items for each of the departments in the budget*
- *She states that the ASI departments in the budget are Programming, Student Government, Marketing, Stockton Campus, and Administration*
- *She states that line items for the ASI departments are similar to those of the SC departments*

VI. Action Items

a. Approval of Mariana Jimenez as the University Student Center Vice Chair (Time Certain 3:35pm)

- *Motion to approve by Cesar G., second by Samantha*
- *Mariana states why she wants to occupy the Vice Chair position*
- *Mariana steps out of the room*
- *Gianna speaks on her behalf and why she is a good fit for the position*
- *She states that Mariana has been great to work with as an Executive Assistant, she is organized, takes detailed notes, is prompt, and is always on-time*
- *Mariah speaks on her behalf and why she is a good fit for the position*
- *She states that Mariana has been a great employee, she loves working for the organization, she knows how to do everything the Vice Chair would do because she watches very closely, takes great notes, and is very detail-oriented, which would be great for this position because they assist with many events, so she would transition into the position very smoothly*
- *Mariah opens the floor for questions*
- *Motion to approve Mariana Jimenez as the University Student Center Vice Chair*
- *Motion carries 13-0-0*
- *Mariana is welcomed back into the room*

b. Approval of Paid Time Off for Jury Duty for Student Staff

- *Motion to approve by Michael, second by Amelia*
- *Mariah states that this policy was created because there was no previous policy in place*
- *She states that the policy states employees are encouraged to fulfill their civic responsibilities by serving on jury duty, and student staff may be paid for up to ten days of jury duty leave in any twelve-month period for a maximum of forty hours total of jury pay*
- *She states that a copy of the jury summons must be submitted to the HR manager and the employee's supervisor*
- *She states that if a student staff is required to serve jury duty beyond the period of paid jury duty leave, they may request an informal unpaid leave of absence*
- *Gary expresses concern about the confidentiality of students having to report the status of their assigned cases to their supervisor*
- *Cesar R. states that status refers to having to report to jury duty, not the status of the case*
- *Cesar G. asks how early students are expected to notify their supervisor of their jury duty*
- *Cesar R. states as soon as students receive the notice that they have been summoned*
- *Motion to approve Paid Time Off for Jury Duty for Student Staff*
- *Motion carries 12-1-0*

c. Approval of the Revised Holiday Policy for Professional Staff

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

- *Mariah states that the Juneteenth holiday has been added to the policy, which was not previously in place*
- *Cesar R. states that June 19th will now be a state holiday, so we would like to match it*
- *Motion to approve the Revised Holiday Policy for Professional Staff*
- *Motion carries 13-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *No Reports*

b. ASI Representative- Adela Gonzalez

- *Adela states that the Academic Advising Survey has officially closed and the winners have been selected*
- *She states that the Budget Committee will be meeting next week*
- *She states that the ASI Warriors Giving Back scholarship is open until March 10th and asks us to help spread the word to students*
- *She states that the ASI Study Abroad scholarship is open until April 15th*
- *She states that applications for ASI Elections are currently open*

c. SC Vice Chair- Mariana Jimenez

- *Mariana thanks the Board for her approval as Vice Chair and states that she is looking forward to her term*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna states that she has been working on budget presentations with Adela*
- *She states that we had Board Recruitment tabling today in the SC Lobby*
- *She states that she attended UBAC last Wednesday and that they received a presentation overview of the university's budget*
- *She states that she attended focus groups for Campus Fundraising efforts*

e. ASI Leadership Manager- Katie Rotan

- *Katie states that we are meeting at the Stockton Campus on Thursday, April 13th*
- *She states that Phase 2 of the Alumni Brick Plaza has opened and that ten bricks have been sold so far*
- *She states that our SC Board Recruitment has begun, the application deadline is April 26th, and reminds us to re-apply if you plan on returning*
- *She states that Melannie sent out an email asking if you are graduating or planning on re-applying for next year and reminds us to respond*

f. SC Chair- Mariah Burciaga

- *Mariah states that she is working with Jennifer Garcia on the SC Reservations Policy for the Stockton Campus since there is currently no policy in place*
- *She states that the policy will include Warrior Lounges A and B, as well as the Campus Pride Courtyard since the Student Center oversees that space*

- *She states that she will be presenting with Gianna at the Code Red meeting for SC Board Recruitment*
- *She states that her and JC are going on a trip to CSU East Bay tomorrow to look at their campus dining facilities and see what we could possibly bring back to our campus*
- *She states that the search for the Stockton Dean of Students has concluded*
- *She states that ASI is having a Town Hall regarding Food Services on March 21st and asks us to attend if possible*
- *She reminds us to attend our internal committee meetings and to check our emails regularly*

g. SC Executive Director- Cesar Rumayor

- *Cesar states that he will continue to update the Board on foot traffic numbers*
- *He states that at the start of the Spring semester, we were averaging 16,225 people walking through the building*
- *He states that there has been an uptake in reservations, which has affected foot traffic numbers, so we are going to start having two different foot traffic numbers to account for the people who are coming and going throughout the building*
- *He states that there is a male who is flushing down menstrual hygiene products on a daily basis which creates a clog, and we are trying to figure out who it is in order to educate them or take action with the university if it is a student*
- *He states that we are working with the Facilities Committee and the Executives on renovations and expansion for the building*
- *He states that we will be giving a full presentation on a proposal for exterior expansion at the Facilities Committee, and will then bring it to the Board*
- *He states that we are working with Budget Committee and Facilities Committee on building operating hours for next year because the budget impacts our operating hours*
- *He states that we are working with our Operations team on converting the Gaming Center into the Conference & Events Suite and that the Facilities Committee has asked to do a discounted inventory sale for the furniture*

IX. Announcements

X. Adjournment

- *Motion to adjourn by Michael, second by Kelly*
- *Motion carries 13-0-0*
- *Meeting adjourned by 4:01PM*

Minutes were approved at a regularly scheduled meeting on March 23, 2023.

Mariah Burciaga

Mariah Burciaga (Apr 17, 2023 14:54 PDT)

Mariah Burciaga, Chair