



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, April 27th, 2023
3:30pm

University Student Center – Board Conference Room (SC102)

- I. Call to Order-** *Meeting called to order at 3:32PM*
Roll Call- *Mariah Burciaga, Mariana Jimenez, Gianna Nunes, Cesar Gonzalez- Quiroz, Amelia Velazquez Valencia, Jady Glushenko, Kelly Costa, Michael Marko, Samantha Camacho, Alice Pollard, Edward Erickson, Cesar Rumayor, Katie Rotan, Melannie Castellanos*
Absent- *Adela Gonzalez, Gary Potter, Heather Dunn Carlton, Rose McAuliffe*
Guest- *Clint Strode (representative for Rose McAuliffe), Andy Klingelhofer*
- a. Points report**
- *Two permanent points for Amelia Velazquez Valencia*
 - *Nine permanent points for Jady Glushenko*
 - *Two permanent points for Kelly Costa*
 - *Two permanent points for Samantha Camacho*
- II. Approval of Agenda for Thursday, April 27th, 2023**
- *Motion to approve by Michael, second by Kelly*
 - *Motion carries 10-0-0*
- III. Approval of Minutes for Thursday, April 13th, 2023**
- *Motion to approve by Michael, second by Jady*
 - *Motion carries 10-0-0*
- Alice came in at 3:35pm**
- IV. Open Forum**
- V. Presentations**
- a. Update on Basic Needs Funding – Andy Klingelhofer, Interim Assistant Director of Basic Needs**
- *Andy states that he is going to give us a brief overview of what Basic Needs does with the money we contribute each year*
 - *He states that they work with food insecurity, housing insecurity, financial insecurity, and outreach & education*
 - *He states that they serve about five hundred students per week at the Turlock food pantry, which costs about \$3,500*

- *He states that they serve about sixty students per week at the Stockton campus food pantry, and it costs about \$500 to keep the pantry stocked*
- *He states that for housing insecurity, they work with on-campus and off-campus housing for students who need emergency spaces, and they have served twenty-four students this year*
- *He states that they also do emergency funding, which includes students needing money for food, housing, and a variety of tasks, and they have granted about \$130,000 this year to students*
- *He states that the MOU with the Student Center Board of Directors provides \$15,000, and that \$10,000 of it goes towards the food pantry, and the other \$5,000 goes towards e-gift cards for food for students who do not live on campus or do not use campus food services*
- *He states that they also do “Noon-trition”, a one a month video program in which they provide recipes and supplies for students to make low-cost, high-quality meals, which averages five to ten people each month*
- *He states that they are grateful for the contributions that our Board makes to Basic Needs and for our administration which allows them to provide the electronic gift cards*

b. University Student Center Expansion and Renovation Phase One (Exterior) – Mariah Burciaga, SC Chair

- *Mariah states that the proposal aims to seek approval to renovate the surrounding outdoor area of the University Student Center*
- *She states that the purpose is to provide quality facilities to students at Stanislaus State*
- *She states that our proposed renovations are to level out the existing sloped Warrior Lawn for programming efforts to be more centralized to the Student Center, remove the landscaping directly in front of the Warrior Stage and replace with additional concrete for more space, update the Warrior Lawn/stage sound & lighting by adding exterior speakers, add power to the exterior Warrior stage, remove the concrete seating spaces & planter beds on the south side of the Warrior Lawn to expand the Warrior Grill walkway, add additional light poles as needed with electrical outlets, and install Stan State letters and shield statue*
- *She states that we are proposing ending the coordination of events and activities in the University Quad as of June 1st, 2023*
- *She states that this would include ending the service of providing tables, chairs, and canopies for student organizations, and commercial/private reservations for the Quad because the SC has unofficial oversight of the Quad, but due to recent staffing concerns, we would like to focus our programming efforts more on the Student Center building rather than outside of it*
- *She states that we want to utilize the space along the perimeter of the Student Center premises near the Warrior Way to designate seventeen to eighteen 8x8 student organization booth spaces because it will be easier for student organizations to recruit, it will bring more students to the Student Center, and emphasize that the Student Center is the hub of campus*
- *She states that we would remove the unutilized bike rack along Warrior Way to add concrete*
- *She states that we would add power outlets to the existing light poles along Warrior Way*
- *She states that we are proposing to install a patio covering for the Starbucks outdoor seating area and explore other patio furniture options to replace or add to the current space*
- *Alice asks if we are going to add additional trees to soften the concrete that will be installed*
- *Mariah states that we have not discussed it previously, but we could possibly add some trees*
- *Cesar R. states that we are open to feedback from the Board before we take our plan to the experts for construction and that we can let Mariah know if we want to add anything*

- Michael asks if the student organization booth spaces will be permanent
- Mariah states that the booth spaces will be permanent, and they would be selected randomly

c. 1st Reading of the University Student Center Budget for 2023/2024 – Gianna Nunes, SC Vice Chair of Finance

- Gianna states that she will be presenting the 2023/2024 fiscal year budget, and for the sake of time, she will not be going through each line item
- She states that the student fee of \$362 is based on the current suggested COLA increase, and that we calculate our revenue based on a 98% head count to account for lower enrollment
- She goes over the Administration operating budget

Mariah passes the gavel to Mariana at 3:55pm*

- She goes over the Operations operating budget
- She goes over the Gaming Center operating budget
- She goes over the Service Desk operating budget
- She goes over the Programming operating budget
- She goes over the Leadership operating budget
- She goes over the Stockton Campus operating budget
- Dr. Erickson asks how confident we are about next year's income from student fees
- Cesar R. states that we have been asked to present once again at the Student Fee Advisory Committee regarding if there is a need to increase student fees based on COLA increase, and to justify our reserve amounts, which will impact our budget if it is not approved
- Alice asks when we will have a final headcount of enrollment for the fall semester
- Cesar R. states that we will have final numbers on Census day

VI. Action Items

a. Approval of \$150.00 from Director Initiative Funds for Recognized Student Organizations Conference and Event Services Guide (Cesar Gonzalez, SC Board of Director)

- Motion to approve by Amelia, second by Jady
- Cesar G. states that the role of student directors is to represent and engage students by offering facilities and services funded by the University Student Center fee that students finance
- He states that with the Conference and Event Services Guide, students will have access to print versions of information easily accessible in the SC Conference and Events unit
- He states that the flyers would let student organizations know about the different types of meeting and event spaces available, as well as additional services such as the RSO Credits
- He states that the Board would be accomplishing the goal of ensuring students are aware of the facilities and services provided for student organizations to be involved, and it would ensure Student Center facilities are being utilized to their full capacity
- He states that he is requesting \$150 from the Student Center Board of Directors Initiative funds, which would be used to purchase about 250 flyers in quantity
- Gianna asks where the flyers are going to be distributed
- Cesar G. states that they will be placed in the Conference and Events reservation suite
- Motion to approve \$150.00 from Director Initiative Funds for Recognized Student Organizations Conference and Event Services Guide
- Motion carries 10-0-0

b. Approval of the Revised Student Staff Hiring Process Policy

- *Motion to approve by Michael, second by Samantha*
- *Cesar R. states that we have a hiring process interview for student staff in which if students were in classification three, the ASI or SC Executives would sit on the interview panel*
- *He states that with the number of student staff positions we have, that would take a lot of time, so we discussed that if the student staff is classification one, two, or three, we may continue with the normal process of having a student staff member and the position's supervisor on the interview panel*
- *Motion to approve the Revised Student Staff Hiring Process Policy*
- *Motion carries 10-0-0*

c. Approval of the SC Programs Assistant Job Description and Classification

- *Motion to approve by Michael, second by Kelly*
- *Cesar R. states that we attempted to hire a program coordinator for ASI, but it was a failed search*
- *He states that we decided that instead of having a program coordinator, ASI will have their programs assistant, and SC will have a programs assistant*
- *Motion to approve the SC Programs Assistant Job Description and Classification*
- *Motion carries 10-0-0*

d. Approval of the MOU between the University Student Center and Housing & Residential Life for Direct TV Services

- *Motion to approve by Gianna, second by Michael*
- *Cesar R. states that the MOU is a five-year agreement between us and Housing, and now that cable services are installed, we are the only two departments who provide cabling*
- *He states that we installed sixteen receivers in the Student Center and five in Housing*
- *He states that Housing will be reimbursing us for the initial install, the additional invoice for Housing, and the cabling for each unit*
- *Motion to approve the MOU between the University Student Center and Housing and Residential Life for Direct TV Services*
- *Motion carries 10-0-0*

e. Approval of the SC Building Operating Hours for 2023/2024

- *Motion to approve by Michael, second by Jady*
- *Cesar R. states that based on our foot traffic numbers and conversations at Facilities Committee, we would like to revise our operating hours*
- *He states that we are proposing for the building to be open Monday through Thursday from 7:30am-8:30pm, Friday from 7:30am-5:30pm, and Sunday from 2-9pm during the Fall and Spring semesters*
- *He states that during non-academic hours, the building will be open from 7:30am-5pm Monday through Friday, and will be closed Saturday and Sunday*
- *Motion to approve the SC Building Operating Hours for 2023/2024*
- *Motion carries 10-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *Jadyn states that she is on the Commencement Committee, and they are looking for volunteers to help during the Commencement ceremonies*

b. ASI Representative- Adela Gonzalez

- *No Report/Absent*

c. ASI Leadership Manager- Katie Rotan

- *Katie states that we have our year end celebration on Friday, May 19th, our ASI vs. SC Kickball game on Saturday, May 20th, and reminds us to submit the RSVP form*
- *She states that a save the date was sent out for the Passing of The Gavel Ceremony on Tuesday, May 23rd from 5-7pm to honor our outgoing and incoming Board of Directors*
- *She states that our Legacy Brick sales are still open, we have 200 bricks available, and we have sold 22 bricks so far*
- *She states that our Student Centered Art Showcase is next Thursday, May 4th from 1-3pm in the Valley Multiuse Room*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna states that we had a Budget Committee meeting last Thursday, had presentations from the ASI & SC Administration department, and discussed last minute budget cuts that the committee was suggesting*
- *She states that she attended the Student Fee Advisory Committee last week, there were fee increases requested by the biology department that were tabled due to a high balance, they also discussed the Cost of Living adjustment for each auxiliary on campus, and the committee consensus was to recommend to suspend the Health Services and Student Recreation Center fees, and everything else was approved*

e. SC Vice Chair- Mariana Jimenez

- *Mariana states that she is on the interview committee for incoming SC Board of Directors and that they are currently in the interview process*
- *She states that she is working with Melannie on a partnership between ASI & SC and the Admissions & Outreach department to ensure that updated information is provided to prospective students, and that they are waiting to hear feedback from department leads before drafting a proposal*

f. SC Chair- Mariah Burciaga

- *No Report*

g. SC Executive Director- Cesar Rumayor

- *Cesar R. states that we are still averaging about 15,000 students in the building, and we are going to start using this data to increase foot traffic*
- *He states that we currently have eighteen positions posted for ASI & SC, and we have a hiring mixer next Wednesday*
- *He states that we have received a thirty day notice from Shake Smart to remove their things, so they are officially closed in our building*

IX. Announcements

X. Adjournment

- *Motion to adjourn by Michael, second by Kelly*
- *Motion carries 10-0-0*
- *Meeting adjourned by 4:40PM*

Approved at a regularly scheduled meeting held on May 4, 2023.

Mariah Burciaga

Mariah Burciaga (May 5, 2023 11:09 PDT)

Mariah Burciaga, Chair