



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, September 15th, 2022

3:30pm

University Student Center – Board Conference Room (SC102)

- I. Call to Order Meeting called to order 3:32pm**
- a. Roll Call**
Mariah Burciaga, Manuel Parreno, Gianna Nunes, Cesar Gonzalez- Quiroz, Amelia Velazquez Valencia, Jady Glushenko, Kelly Costa, Michael Marko, Samantha Camacho, Adela Gonzalez, Alice Pollard, Edward Erickson, Heather Dunn Carlton, Rose McAuliffe, Cesar Rumayor, Katie Rotan, Melannie Castellanos
Absent- Gary Potter
Guest- Ammie Mundello
- b. Points report**
- 7 pending points for Kelly Costa
 - 7 pending points for Samantha Camacho
- II. Approval of Agenda for September 15th, 2022**
- Motion by Amelia, second by Michael
 - Motion carries 13-0-0
- III. Approval of Minutes for August 16th, 2022**
- Motion to approve by Manuel, second by Adela
 - Motion carries 13-0-0
- 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 Revised Job Description and Classification for the SC Human Resource Coordinator II**
- Jady Glushenko came in at 3:35pm**
- Motion to approve by Michael, second by Gianna
 - Ammie states that this position was originally created as an assistant position, and that it is not sufficient for the level of decision-making and responsibility that the position requires
 - She states the position was made into a Coordinator II because it is more independent work and decision making instead of assisting her
 - Motion to approve the Revised Job Description and Classification for the SC Human Resource Coordinator II

- *Motion carries 14-0-0*

b. Approval of the Revised Attendance Reporting Policy for Professional Staff

- *Motion to approve by Amelia, second by Heather*
- *Ammie states that one main change is the use of Paycor instead of Timeforce*
- *She states that the policy previously states exempt employees were required to take full day increments for absences, and under our vacation policy, it states employees can “charge” their accrual balance for two hours after six worked hours*
- *She states that the revised attendance policy reflects what we have previously approved under our vacation policy*
- *Motion to approve the Revised Attendance Reporting Policy for Professional Staff*
- *Motion carries 14-0-0*

c. Approval of the Travel Time Policy for Professional and Student Staff

- *Motion to approve by Gianna, second by Michael*
- *Ammie states that if employees are travelling more than their regular commute to work, employees must be paid Travel Time in addition to mileage reimbursement*
- *She states that if active work is not being performed while travelling, employees will be paid the minimum wage*
- *She states that if active work is being performed while travelling, employees will be paid their regular pay*
- *Motion to approve the Travel Time Policy for Professional and Student Staff*
- *Motion carries 14-0-0*

d. Approval of the Split Shift Premium Policy for Professional and Student Staff

- *Motion to approve by Alice, second by Samantha*
- *Ammie states that if a staff member is assigned by their supervisor to work a scheduled shift split into different time blocks, they must receive an hour of Split Shift pay because their shift is being separated, if the gap is more than one hour long*
- *She states that it does not apply if the split shift is scheduled to accommodate the employee*
- *Motion to approve the Split Shift Premium Policy for Professional and Student Staff*
- *Motion carries 14-0-0*

e. Approval of the Reporting Time Pay Policy for Professional and Student Staff

- *Motion to approve by Amelia, second by Michael*
- *Ammie states that if an employee shows up for their scheduled shift and the work ends early without previous notice, they must be compensated for at least half of the time they physically reported to work*
- *She states that this policy is meant to properly compensate our staff for their reporting time*
- *Motion to approve the Reporting Time Pay Policy for Professional and Student Staff*
- *Motion carries 14-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *No reports*

b. ASI Representative- Adela Gonzalez

- *Adela states that as of today, she will be the ASI Representative for the SC Board of Directors*
- *She states that starting today, the use of face coverings on campus is only required during instruction or advising*
- *She states that the ASI Board is currently recruiting for the Director for Housing & Residential Life position and the Director for Stockton Campus positions*

c. ASI Leadership Manager- Katie Rotan

- *Katie states that the Halloween Event with President Junn is scheduled for Thursday, October 20th and there will be more details to come*
- *She states that if you have any questions about the Lifeskills Workshops, you may reach out to her or Colin Gage*
- *She states that tomorrow is the last day to contribute or donate to the Warriors Giving Back- Backpack & School Supplies Drive*
- *She states that her and Melannie will be following up with board members regarding the next steps on their initiatives*
- *She reminds us that we have a Board meeting at the Stockton Campus on Thursday, October 6th and to look out for an email about it next week*
- *She states that our SC Open House Event is next Monday, September 19th from 10am-2pm and that student directors will be leading tours or helping at the check-in table*
- *She states that for our upcoming Land Acknowledgement Ceremony, we will now be collaborating with campus departments for the University's Indigenous People's Day*
- *She states that instead of having our Land Acknowledgement Celebration on October 13th, it will now be on Wednesday, October 12th*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna states that she consulted with Carolina from the Warrior Cross Cultural Center regarding her Pride Flagpole proposal draft*
- *She states that she is sitting on the Haunted House Committee, and they have begun planning*
- *She states that she is sitting on the Facilities Committee, and that they have started brainstorming the top priority projects for the Student Center*

e. SC Vice Chair- Manuel Parreno

- *Manuel states that Melannie will be sending out more information regarding the Open House event and the scheduling*
- *He states that committees were finalized and will begin meeting soon*

f. SC Chair- Mariah Burciaga

- *Mariah states that herself and Cesar have been meeting bi-weekly with those in Food Service to keep up with food services on campus, and that we can let her know if we have any questions or concerns*
- *She states that we have an SC BOD meeting next Thursday, September 22nd*

g. SC Executive Director- Cesar Rumayor

- *Cesar states that we have been paying close attention to foot traffic in the Student Center*
- *He states that in conversations with Warrior Eats, ABS, Housing, and Student Affairs, we are comparing our foot traffic data to sales at our food vendors*
- *He states it is possible we will be reducing some services, and anything that relates to the Student Center must be approved through Facilities Committee and the Board of Directors*

- *He states that we are actively recruiting for the Custodial Lead position and will begin the interview process soon*
- *He states that we partnered with Campus Risk Management to move the vaccine clinic into the Student Center instead of MSR because of foot traffic numbers*
- *He states that the dates for the vaccine clinic are September 28th and October 13th where students, faculty & staff may receive their flu shot and their COVID booster shot*
- *He states that we have been working with Campus Procurement and Housing on cabling services and music streaming*
- *He states that we eventually plan on playing music throughout the Student Center, but we must obtain the licensing for it*
- *He states that we will be asking our Assistant Director of Operations to conduct a training for a building evacuation*
- *He states that we had an Open House event at the Stockton Campus and 67 people participated; we want to compare event base and service base to determine what students want*
- *Adela asks about the exact location for the vaccine clinic*
- *Cesar states the clinic will be inside the Student Center in the Turlock Conference Room*

IX. Announcements

- *Rose states that this upcoming Saturday, September 17th is the Stockton Day in the Park event and Stanislaus State will be attending to promote our campuses*
- *She states that the Warrior Expo is coming up*
- *Amelia states that she attended her first Great Steering Committee meeting and shares that the enrollment deposit fee is no longer going to be required as of Spring 2023*
- *She states that there is going to be a new app in Spring 2023 to replace Warrior Connect where students will be able to schedule advising appointments*
- *Heather states that the orientation fee for students will now be due at the Census Date*

X. Adjournment

- *Motion to adjourn by Manuel, second by Michael*
- *Motion carries 14-0-0*
- *Meeting adjourned by 3:59pm*

Minutes approved at a regularly scheduled meeting held on September 22, 2022.

Mariah Burciaga

[Mariah Burciaga \(Sep 27, 2022 11:26 PDT\)](#)

Mariah Burciaga, Chair