



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, September 22nd, 2022

3:30pm

University Student Center – Board Conference Room (SC102)

- I. Call to Order Meeting called to order 3:30pm**
- a. Roll Call**
Mariah Burciaga, Gianna Nunes, Cesar Gonzalez- Quiroz, Amelia Velazquez Valencia, Kelly Costa, Michael Marko, Samantha Camacho, Gary Potter, Heather Dunn Carlton, Katie Rotan, Melannie Castellanos
Absent- *Manuel Parreno, Jady Glushenko, Adela Gonzalez, Alice Pollard, Edward Erickson, Cesar Rumayor*
Guest- *Jen Sturtevant, Regan Linderman (representative for Rose McAuliffe)*
- b. Points report**
-No points to report
- II. Approval of Agenda for September 22nd, 2022**
- Motion by Michael, second by Amelia
- Motion carries 10-0-0
- III. Approval of Minutes for September 15th, 2022**
- Motion to approve by Gary, second by Gianna
- Motion carries 10-0-0
- IV. Open Forum**
(This time is set aside for public comment on pending or current issues)
- V. Presentation**
- a. Campus Cares- Resources & Services presented by Jen Sturtevant, Campus Cares Manager**
- Jen starts off by thanking the Student Center for our contribution to the Warrior Food Pantry and Emergency Meal E-gift program*
 - She states that the Warrior Food Pantry is located in the Student Services building in Room 128, and students can get up to ten items once a week; they offer perishable items, non-perishable items, and toiletry goods*
 - Gary asks if any of the perishables in the pantry go to waste*
 - Jen states that they do distribute all of the food items*
 - She states that the Stockton Campus Food Pantry is in the final stages of preparation, and it is going to replicate the Turlock Campus Pantry in order to provide equitable access to resources*
 - She states that the Stockton Pantry will also offer a Basic Needs office to provide non-clinical one-on-one case management, and help students apply for Cal Fresh*

- *She states that the Campus Cares Emergency Fund provides support to students in personal crisis or emergency situations through housing & utilities assistance, food assistance, transportation, living expenses, academic assistance, and other assistance as needed*
- *She states that Campus Cares partners with Housing & Residential Life so that students have access to temporary housing*
- *She states that Basic Needs also offers Cal Fresh application assistance through the Basic Needs Coordinator*
- *She states that the Food Box Distribution Program is a partnership with United Samaritan Foundation and the California Faculty Association*
- *She states that Food Box Distributions are usually twice a month, and the boxes provide three days' worth of food for three meals*
- *She states that the Basic Needs Care Lead for the Turlock Campus provides housing navigation for students; they have served 3 students in temporary housing so far this semester*
- *Amelia asks how long the short term housing is provided*
- *Jen states that it depends on each student's need, but the average time is about two weeks*
- *Gary asks about the partnership with the United Samaritan Foundation*
- *Jen states that they provide the food boxes for the Food Box Distribution Program, deliver them to campus, and box up the food for us*
- *Gianna asks if there is a projected launch date for the Stockton Campus Food Pantry*
- *Jen states it will launch sometime this semester, but for now they have the Pop-Up Pantry every other week, and will update us when they have an official launch date*
- *Mariah asks how many students apply for the on-campus housing*
- *Jen states that there is not fixed number, but students are able to reach out about housing through Campus Cares or by contacting her via email*

VI. Action Items

a. Approval of the University Student Center Financial Audit (4:15pm)

- *Motion to approve by Gary, second by Amelia*
- *Bobby states that the responsibility of the external auditors is to provide an unmodified opinion on the outcome of the financial statements*
- *He states that they assess the balances at a particular date and time, and our obligations to other organizations*
- *He states that they look at a fraction of our transactions over the course of the year in order to get a representative selection of our overall expenditures*
- *He states that we have a relatively significant non-cash transaction where we are providing a benefit to Associated Students, Inc. in which they pay \$1 worth of rent, which is reflected in the statements because ASI is receiving the benefit of utilization of space*
- *He states that for post-employment benefits, we continue to pay for certain health benefits for employees upon retirement, and that they felt comfortable with this liability*
- *He states they did not identify any uncorrected misstatements during the course of the audit*
- *He states that we do have supplemental information that is not fundamental to our basic financial statements, but is included in the financial statement packet*
- *He states there was nothing they had any particular concern over*
- *He states that what changed from last year was the contributed non-financial assets and the independent auditor's report (providing an unmodified opinion)*
- *He states that the new standard for the auditor report requires the unmodified opinion upfront, and an explanation of how they reached this opinion*
- *Gianna asks what the purpose is of reflecting the contributed non-financial rent in the audit*

- *Bobby states that the purpose is to let the readers of the financial statements know how much income we potentially could make if ASI had to pay rent; the impact on our financial statements is effectively zero, so it reflects the value*
- *He states the value is that we are effectively providing a gift to ASI, which is the expense, and the income is the lost opportunity of what the rent is*
- *Motion to approve the University Student Center Financial Audit*
- *Motion carries 10-0-0*

b. Approval of the Events and Activities Policy for Professional Staff

- *Motion to approve by Gianna, second by Michael*
- *Mariah states that this policy clarifies that professional staff are not able to be a part of/ attend any campus affinity group events, meetings, socials, or become a student advisor for student organizations while they are on the clock during their normal scheduled hours if it does not coincide with their job description as an ASI & SC employee*
- *She states that if staff choose to participate in these events, it must be done on their personal time and must have prior approval from their direct supervisor*
- *Heather suggests that the wording change from “or attend” to “and attend” to be inclusive*
- *Motion to approve the Events and Activities Policy for Professional Staff*
- *Motion carries 10-0-0*

c. Approval of the Revised Classification for the SC Assistant Director of Operations

- *Motion to approve by Michael, second by Samantha*
- *Mariah states that the only revision is the change in classification to MPP, and the benefits include more vacation time, life insurance, and long-term disability offerings*
- *Motion to approve the Revised Classification for the SC Assistant Director of Operations*
- *Motion carries 10-0-0*

d. Approval of the Revised Classification Table for Student Staff effective January 1, 2023

- *Motion to approve by Amelia, second by Gianna*
- *Mariah states that minimum wage is increasing to \$15.50 on January 1st, 2023, and our organization wants to pay student staff above the minimum wage*
- *She states that the SC Custodial Student Assistant position had a classification change*
- *Gianna states that custodial staff will now be under Classification III due to their risk of being exposed to chemicals and risk of injury*
- *Heather asks about the budget impact the change in classification will have*
- *Gianna states that we are going to find the money in our budget and report back to the Board*
- *Motion to approve the Revised Classification Table for Student Staff effective January 1, 2023*
- *Motion carries 10-0-0*

VII. Discussion

VIII. Reports

a. SC Board of Directors

- *No reports*

b. ASI Representative- Adela Gonzalez

- *No report/ Absent*

c. ASI Leadership Manager- Katie Rotan

- *Katie states that the ASI & SC Lifeskills workshops will begin next week, and reminder emails will be sent out along with more information about the workshop*
- *She thanks us for attending the Open House event last week and states that we had 198 participants who signed up for the passport and were entered into the giveaway*
- *She states that we are organizing the details for our meeting at the Stockton Campus on October 6th and that we will be reaching out by next week to ask about food choices*

d. SC Vice Chair of Finance- Gianna Nunes

- *Gianna states that the current Budget Transparency pie chart is finalized for the year 2022-2023, and it is posted on the website & will soon be posted on the ASI & SC Instagram*

e. SC Vice Chair- Manuel Parreno

- *No report/ Absent*

f. SC Chair- Mariah Burciaga

- *Mariah states that this year will be the first year since COVID that we will be able to attend the ACUI Conference (Association of College Unions International)*
- *She states that the conference is for students and professionals from different schools to come together and discuss student unions & student activities*
- *She states that the conference will be in Dominguez Hills from November 17th-19th, and we would like to extend the invitation to three Board of Directors*
- *She states that if you would like to attend the conference, please reach out to her regarding why you would like to go, and how it would benefit you in your position*
- *She states that herself and Gianna will be presenting at the conference, and the applications to attend are due October 6th*

g. SC Executive Director- Cesar Rumayor

- *No report/ Absent*

IX. Announcements

- *Heather states that today is the finale of Hazing Awareness Week, and that next week is Wellness Week*
- *She states that students are able to pick up a passport in the Quad on Monday and Tuesday to visit the Health Center, Counseling Center, Basic Needs, and the Recreation Center in order to be entered to win a variety of prizes*
- *Michael states that he heard a lot of positive feedback from students about the Warrior Wednesday event in the Quad*

X. Adjournment

- *Motion to adjourn by Michael, second by Amelia*
- *Motion carries 10-0-0*
- *Meeting adjourned by 4:31PM*

These minutes were approved at a regularly scheduled meeting held on October 6, 2022.

Mariah Burciaga

Mariah Burciaga (Oct 13, 2022 15:07 PDT)

Mariah Burciaga, Chair