



California State University, Stanislaus  
**UNIVERSITY STUDENT CENTER**  
**BOARD OF DIRECTORS**

Minutes

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Thursday, November 10<sup>th</sup>, 2022

3:30pm

University Student Center – Board Conference Room (SC102)

- 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, Jady Glushenko, Kelly Costa, Michael Marko, Samantha Camacho, Adela Gonzalez, Alice Pollard, Gary Potter, Edward Erickson, Rose McAuliffe, Heather Dunn Carlton, Cesar Rumayor, Katie Rotan, Melannie Castellanos*  
**Absent-**  
**Guest-** *Scott Schorn*
- a. Points report**  
- *1 permanent point for Jady Glushenko*
- II. Approval of Agenda for November 10<sup>th</sup>, 2022**  
- *Motion to approve by Amelia, second by Michael*  
- *Motion carries 12-0-0*  
*\*Jady came in at 3:31PM*
- III. Approval of Minutes for October 20<sup>th</sup>, 2022**  
- *Motion to approve by Gianna, second by Manuel*  
- *Motion carries 13-0-0*
- IV. Open Forum**  
*(This time is set aside for public comment on pending or current issues)*
- V. Presentation**
- a. ABS Food Service Presentation- Stephanie Faria and Rose McAuliffe**  
- *Mariah states that we will table this presentation for our next meeting*
- b. SC Building Evacuation Presentation- Scott Schorn**  
- *Scott states that evacuations will happen depending on what the emergency is; some emergencies do not require evacuations, and if they do, some of them may not be until after the emergency has happened*  
- *He states that our building philosophy is “there are no false alarms”; when the alarm goes off, everyone should evacuate the building because we do not want to create a culture of not reacting*  
- *He states that the campus has fire marshals and floor monitors that are trained for evacuation and emergency procedures throughout campus*

- *He states that we will be training our staff in different departments to respond to emergency situations in case those individuals on campus are gone*
- *He states that as individuals are evacuating the building, there will more than likely be someone who refuses to leave, and recommends that we leave them in order to not cause harm to yourself*
- *He states that when an alarm goes off, there will be emergency bags for all departments, and a badge to identify either a fire marshal or floor monitor*
- *He states that individuals should clear the building through the nearest exit and assist those who may need help, if you are able to help them*
- *He states that individuals should gather at the Emergency Evacuation Gathering and radio the building marshal*
- *He states that if you are in the Leadership department, you should exit through the North exit going out towards the Pergola, close your office door on the way out, and take a head count*
- *He states that there will be one radio placed in each department in case of emergencies*
- *He states that for the Board conference room, we exit through the back and head to the Pergola*
- *He states that once the evacuation is complete, we do a walk through the building with Facilities, and the fire department if they show up, to ensure that everything is clear; once it is determined that it is safe to return inside, we do two "all clears", one to allow frontline workers to return to their station, and another for all other occupants to return inside*
- *He states that the emergency bags will contain items that could be helpful in different situations*
- *He states that in extreme conditions with different types of emergencies, an alarm will go off for more than just a fire alarm, so evacuations could happen for anything, such as an earthquake*
- *He states that if you are in an area where there is a fire and there is a fire extinguisher, you can use the fire extinguisher to help put out the fire if you would like to or are willing to*
- *Gianna asks if the radios will be assigned to somebody within each department*
- *Scott states that we will assign the radio to an individual, but it will be in a common area*

## **VI. Action Items**

### **a. Approval of the SC Facility Services Supervisor Job Description and Classification**

- *Motion to approve by Michael, second by Samantha*
- *Mariah states that this position is responsible for the day-to-day operation of the Student Center, as it pertains to the Service Desk, Gaming Center, Building Student Manager program, conference & event services, and AV/IT student technicians*
- *She states that the new position reports to the Assistant Director of Operations & Services*
- *Scott states that we have an individual who is currently working in this area at an assistant level, and there is a lot of work, so we want to bring a supervisor to balance the workload*
- *Motion to approve the SC Facility Services Supervisor Job Description and Classification*
- *Motion carries 13-0-0*

### **b. Approval of the SC Building Maintenance Student Technician Job Description and Classification**

- *Motion to approve by Michael, second by Cesar G.*
- *Mariah states that this is a student position which reports to the SC Building Operations Supervisor, and they will perform general maintenance duties in the Student Center facilities related to any minor repairs & facility upkeep to comply with safety and overall aesthetics*
- *Motion to approve the SC Building Maintenance Student Technician Job Description and Classification*

- *Motion carries 13-0-0*

**c. Approval of the SC Senior Business Manager Job Description and Classification**

- *Motion to approve by Adela, second by Jady*
- *Mariah states that this a new position we are proposing, and we currently outsource it to the university for Business and Finance related jobs*
- *She states that this position manages the day-to day activities for the accounting department, supervises accounts payable & accounts receivable functions, maintains corporate financial operations & records, prepares financial reports, and performs other work as required*
- *She states that this position will report to the ASI & SC Executive Director*
- *Cesar states that we now have a five-year plan of growth for professional staff, and this is a position that has been pre-identified in our strategic plan*
- *He states that we are not the priority when it comes to the business function of outsourcing to the university, so we want to have this position in-house like other universities already do*
- *He states that we hope to hire for this position to start in January or February to do research and provide a plan for ASI & SC moving forward for the 2023-2024 year*
- *He states that we approve a yearly MOU for Business and Finance services, which is why we are allowed to choose if we outsource to the university*
- *Motion to approve the SC Senior Business Manager Job Description and Classification*
- *Motion carries 13-0-0*

**d. Approval of the Revised Dress Code and Appearance Policy**

- *Motion to approve by Michael, second by Samantha*
- *Gianna states that we are seeking approval for the revisions made to the policy that is in place*
- *She states that under section 1a, she removed the part that prohibited the use of du-rags and bandanas because it is not in line with our commitment to diversity and inclusion, since it is a protective style for some people, so it is directly discriminatory*
- *She states that she chose to strikethrough the statement “To request a reasonable accommodation to the dress code requirements for religious practices or disabilities, contact the Human Resource & Risk Manager” and added “Any discussion regarding compliance with the policy should first be addressed with the immediate supervisor. If the supervisor is unable to resolve the matter, the employee may present the concern to the Human Resource and Risk Manager for approval of reasonable accommodations”*
- *Heather asks if the policy addresses a concern about the appearance of an employee*
- *Cesar states that this policy is part of a larger manual, and the manual addresses steps on how the supervisor should take action and the employee’s rights*
- *Cesar G. asks about the first section under department requirements*
- *Mariah states that for the first meeting of every month, Board members will dress in business attire, which could include the provided SC polo, and will go into effect once the revisions to the policy are approved*
- *Motion to approve the Revised Dress Code and Appearance Policy*
- *Motion carries 13-0-0*

**VII. Discussion**

**VIII. Reports**

**a. SC Board of Directors**

- *No reports*

**b. ASI Representative- Adela Gonzalez**

- *Adela states that this past Tuesday, the ASI Board approved their new Director for Diversity*
- *She states that some student fees, including the enrollment confirmation deposit of \$75 and the Housing & Residential deposit fee of \$200 will no longer be required*

**c. SC Vice Chair- Manuel Parreno**

- *Manuel states that our Winter Retreat will be on January 18<sup>th</sup> and 19<sup>th</sup>*
- *He states that the Facilities Committee has been working on an art gallery event and outdoor seating proposal*
- *He states that his and Mariah's initiative of extending the Warrior Grill patio will be combined with the outdoor seating proposal*
- *He states that he is currently working with Melannie on brainstorming for Birthday Bash*
- *He states that our Pancake Breakfast event next Spring will be on January 26<sup>th</sup>, our Birthday Bash event will be February 1<sup>st</sup>, "Better on the Board" tabling will be March 9<sup>th</sup>, March 30<sup>th</sup> & April 13<sup>th</sup>, and the Art Gallery event will be May 3<sup>rd</sup>*

**d. SC Vice Chair of Finance- Gianna Nunes**

- *Gianna states that she has been working on revising the Dress Code Policy*
- *She states that she met with Christine Erickson last week to discuss the next steps for university approval of the Pride flagpole*
- *She states that she has been working on the presentation for the ACUI conference*

**e. ASI Leadership Manager- Katie Rotan**

- *Katie states that one of the last Lifeskills workshops occurred today, and reminds us that all Board of Directors are required to attend at least one workshop per semester*
- *She states that our Holiday dinner will be on Tuesday, December 13<sup>th</sup> at 5pm and reminds us to RSVP*
- *She states that our campaign for the Warriors Giving Back- Giving Tree begins on Monday, and students are able to purchase a gift for local elementary school students*

**f. SC Chair- Mariah Burciaga**

- *Mariah states that the Stockton Acacia Building Replacement Committee met to go over renderings for the new building, and President Junn will be presenting it at the Board of Trustees meeting on November 15<sup>th</sup> to approve the design*
- *She states that she is working with Manuel for the outdoor seating proposal*
- *She states that next week is ACUI and they will bring back information to the Board*
- *She states that she is on the search committee for the Dean of Students at the Stockton Campus*
- *She states that we have finalized the calendar for our Spring 2023 Board meetings, and calendar invites will be sent out soon*

**g. SC Executive Director- Cesar Rumayor**

- *Cesar states that he will also be attending the ACUI conference*
- *He states that the Student Center is continuing to average a head count of 15,000 per week*

- *He states that they met with ABS regarding the Starbucks seating, and that they do not have the funds to replace the furniture, so we are now including it in our outdoor seating proposal*
- *He states that he spoke with the Facilities Committee regarding food vendor space, and based on the current lease agreement in place with Warrior Eats, the space next to Red Wave is meant to be a sandwich shop*
- *He states that we are willing to extend Red Wave or have them abide by the lease agreement*
- *He states that based on student feedback, we are concerned about the smell of our building from the Warrior Eats pop-ups, and we will be addressing the concerns with ABS*
- *He states that he is working with Scott on getting a Wells Fargo ATM in the Student Center*
- *He states that he is working with Heather on determining what services we can provide students with children*
- *He states that we have added a changing station in our Lactation room, and we are considering changing the name to Family room*
- *He states that we are exploring the option of providing highchairs because there are many students who bring children into the Warrior Grill and Starbucks*
- *Alice asks about the possibility of bringing in a different bank for the ATM in the SC to give students more options, since there is a Wells Fargo ATM in MSR*
- *Cesar states that the original plan was to bring in a different bank, but they are not interested at the moment*
- *He states that we will be taking the lead on the cable service contract with Direct TV, and we will seek approval for an MOU to chargeback Housing & Residential Life for their part*
- *He states that we are still working on the Facility & Equipment Fees, and we will finalize a plan during our meeting in December in order to campaign to student organizations*

**IX. Announcements**

**X. Adjournment**

- *Motion to adjourn by Michael, second by Samantha*
- *Motion carries 13-0-0*
- *Meeting adjourned by 4:12PM*

Minutes approved at a regularly scheduled meeting held on December 8, 2022.

*Mariah Burciaga*

[Mariah Burciaga \(Jan 17, 2023 14:47 PST\)](#)

Mariah Burciaga, Chair