



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, August 31st, 2023

3:30pm

University Student Center – Board Conference Room (SC102)

- I. **Call to Order** – Meeting called to order at 3:31pm
 - a. **Roll Call:**

Anahi Lopez, Ellen Teung-Ouk, Cesar Gonzalez Quiroz, Kelly Costa, Jordyn Piro, Selena Mariscal, Destiny Suarez, Dr. Edward Erickson, Dr. Heather Dun Carlton, , Alice Pollard, Cesar Rumayor

Absent: *Gary Potter, Katie Rotan*

Guest: *Regan Linderman (representative for Rose McAuliffe's stead), Josh Edrington, Miranda Gardea, Scott Schorn*
 - b. **Points report**
 - *Cesar Gonzalez Quiroz – 4 Points Pending*
- II. **Approval of Agenda for Thursday, August 31st, 2023**
 - *Motion to approve the agenda was made and seconded.*
 - *Motion to approve the agenda by Kelly., second by Selena.*
 - *Motion approved 9-0-0.*
- III. **Approval of Minutes for Tuesday, July 25th, 2023**
 - *Motion to approve the minutes was made and seconded.*
 - *Motion to approve by Jordyn., second by Selena.*
 - *Motion approved 9-0-0.*
- IV. **Open Forum (public comment) - none**
- V. **Presentation – none**
- VI. **Action Items**
 - a. **Approval of the University Bookstore Loading Dock Renovation**
 - *Motion to approve by Selena., second by Kelly.*
 - *Scott Schorn explained and elaborated to the board on the background to the University Loading Dock Renovation.*

- *Scott further explained to the board that when the University Student Center was built, the bookstore was equipped with a loading dock, however the loading dock was an adjustable leveling connection to the varying sizes of trucks as well as a sharp 90-degree turn.*
- *Scott further elaborated that on numerous occasions a year, a large truck comes into the bookstore to either drop off books or pick up books at the end of the semester. Because of this, it has taken the staff of the bookstore longer to stock the books because they have to unwrap and unload the pallets of books from the truck onto carts onto the loading dock. Scott further explained that this process is also becoming more strenuous for the bookstore staff because they are having to help with the unloading process.*
- *Scott presented his proposal.*
- *Scott proposed to fund the renovation of the loading dock in which they will add a leveling dock device onto the loading dock.*
- *Scott further elaborated that this renovation would provide the opportunity for various trucks of varying sizes to unload safely.*
- *Scott explained that the current estimated cost, according to facilities, is \$55,000.*
- *Scott explained that he is yet to confirm where the funding will come from. Scott explained that the funding can come out of the Fiscal Year 23-24 Budget or the available funds from the original building project.*
- *Scott explained that the renovation of the loading dock would be completed this fiscal year once everything has been approved.*
- *Dr. Edward Erickson posed the question of what the implication of taking building funds versus the current budget is.*
- *Scott stated that if the renovation project funds were taken out of the existing fiscal year budget, then it would have to be out of the Operating Budget for the rest of the year.*
- *Scott then explained that if the renovation project funds were taken out of the leftover available funds from the original building project, there is money available to complete the project as the University is holding onto it for future small projects in the works. Scott also explained that the leftover available funds would have been there for the loading dock renovation had it been part of the original plan.*
- *Dr. Edward Erickson then asked if the renovation project also takes care of the 90-degree sharp turn problem.*
- *Scott answered saying that it does not solve it, but that it would help as the trucks do not have to pull up directly against concrete.*
- *No further questions were asked.*
- *Motion approved 10-0-0.*

b. Approval of the Electric Cart Purchase Proposal

- *Motion to approve by Ellen., second by Kelly.*
- *Josh Edrington presented to the board the Electric Cart Purchase Proposal.*
- *Josh explained to the board that the electric cart would help the operations team transporting equipment from their cage area that holds their equipment, such as,*

tables, chairs, pop-up tents, etc., to the quad area or wherever an event is being hosted that needs the equipment.

- *Josh presented to the board a visual presentation to the board.*
- *While presenting, Josh explained the staff support to the current process of transporting equipment on the current push carts. Josh further elaborated that the process includes Event Managers, Event Student Managers, Event Student Coordinators, as well as Professional Staff sometimes.*
- *Josh explained that the physical requirements include loading, lifting, pushing heavy loads, setting up and taking down equipment.*
- *Josh presented a visual of the current pathway being used when using pushcarts for transportation of equipment.*
- *Josh elaborated that they begin the pathway from getting the equipment from the cage area, which is located back near the University Student Center Loading Dock.*
- *Josh further elaborated that the student staff is then pushing carts with 10 to 15 tables, as well as 3-4, sometimes 6, canopies, weights to support the canopies loaded onto the push carts. The staff will then push these carts across the parking lot, going up the pathway that is near the MSR building, onto the hill that leads to the quad area and warrior square, which is located by Starbucks. Josh explained that one point there was construction happening, so staff had to cut through the grass/lawn in order to not get in the way of construction.*
- *Josh then presented what the current push carts look like in his visual presentation. Josh explained that it takes a lot of force and at times two people to push the carts from point A to point B, one person steering and the other pushing.*
- *Josh then presented the proposed cart on his visual presentation to the board.*
- *Josh explained that he and his team had done research on three different possible electric carts but had come up with one. Josh stated that they have decided on the proposed cart to be the cheapest one among the three options.*
- *Josh then elaborated to the board what the functions of the proposed electric cart can do. The proposed electric cart has the capacity of 1,000 lbs. on a leveled surface, a capacity of 750 lbs. on an inclined surface, has turf tires which would help in the case of the cart needing to go through grass, the proposed cart is electric which allows it to have a forward/reverse speed throttle which would allow it to go from 0 to 4 mph, has a hand break, has a larger battery which allow it to have a 7 mile life span on it, has a double rail which would allow it to be modified.*
- *Josh explained that they would be storing the proposed electric cart in the back of the event center as there is no current electricity in the cage area.*
- *Josh stated that the proposed total cost is \$7,940 which would include taxes and shipping.*
- *Josh explained that the proposed electric cart would take away the strenuous work off the staff. Josh compared the proposed electric cart to those that are used in grocery stores to push the shopping carts together.*
- *Josh explained that they are looking into one that is 72 inches long. Josh explained that he had done measurements out on the incline where the two yellow posts are located to make sure the proposed electric cart would go through easily.*

- *Regan Linderman asked Josh if there would be any specialized training that would need to be required by the staff to use the proposed cart.*
- *Josh answered stating that there will be training for his staff to be able to use the proposed cart ahead of time and there have been conversations with Safety and Risk Management.*
- *Regan asked if there would be adequate storage space for the proposed cart as there have been prior instances in which some equipment has been stolen.*
- *Josh responded stating that there will be adequate storage space in the Event Center which will be locked up and secure.*
- *Cesar Rumayor interjected and elaborated that the reason why the proposed electric cart was chosen and not a golf-cart style is because if a golf-cart style cart was chosen there would be no place to charge it overnight which would make susceptible to being stolen or going missing. Cesar further explained that maybe down the road in the future, they may look into that style of cart.*
- *Kelly Costa then asked that if anything were to happen to the proposed electric cart, is the company good about their repair team and reaching out to them.*
- *Josh responded stating that there is a 90-day warranty but that the company has a good reputable history. And that if something were to happen to the tires, they can directly order new tires instead of having to buy a whole new electric cart.*
- *No further questions were asked.*
- *Motion approved 11-0-0.*

VII. Discussion - none

VIII. Reports

a. SC Board of Directors – no report

b. ASI Representative, Destiny Suarez – no report

c. SC Vice Chair of Finance, Cesar Gonzalez Quiroz

- *Cesar states that he has been working with ASI Marketing Team to update the University Student Center Budget Transparency for the school year so eventually it can be updated on the website and on social media so that students can know where their student fees go.*

d. SC Vice Chair, Ellen Teung-Ouk

- *Ellen states that she has gotten a T-Shirt design from Victor Jimenez, the ASI Design Coordinator, and has been approved. Ellen states that hopefully, orders will get placed soon.*
- *Ellen states that during the University Student Center Open House on Thursday, August 24th, she and the other executives were recruiting for University Student Center Directors and many people signed up as interested but have not applied.*
- *Ellen states to the board that if they know anyone that is interested in becoming a Student Director, to encourage them to apply.*

e. SC Chair, Anahi Lopez

- *Anahi states that she has been working on her initiatives.*
- *She states that they are recruiting board members and asks the board if they know anyone who is interested as well as spread the word.*
- *Anahi lets the board know that the University Student Center Executives and Elia, the University Student Center Executive Student Assistant, will be attending the ACUI Conference and states that there are two open spots for board members to attend. She further elaborates that she will send out an email to the board about submitting proposals.*
- *Anahi further explains what the ACUI Conference is, an opportunity to look at other universities' student centers/unions and share information.*
- *Anahi states that the ACUI Conference will be held on November 16 – 18 at California State University, Monterey Bay.*

f. ASI Leadership Manager, Katie Rotan – no report – absent

g. SC Executive Director, Cesar Rumayor

- *Cesar explains that they are aware that the “Center” light bulbs in front of the University Student Center are going out and will begin working on fixing it.*
- *Cesar states that they are working on the hanger/garage door for the Warrior Steps, which will take longer because they are hiring an engineer but will also do an inspection.*
- *Cesar further explains that they are trying to fix it prior to Warrior Expo but are running into some issues. Cesar states that they would need to shut off the fire alarms as there will be welding occurring and will need to work with facilities to be on fire watch, in which every 15 minutes, they would need to walk the building to make sure there is not a fire and document it.*
- *Cesar further elaborates that they were thinking of a Saturday but are unsure if any inspectors would come on a Saturday.*
- *Cesar states that the original idea was to do it during Thanksgiving Break when students are off, but that would be after Warrior Expo.*
- *Cesar states that they are trying to address it.*
- *Cesar reports the Foot Traffic Report, which came at 22,089 for the first week of the semester. Cesar states that looking at last year's report, this year's came out to be 2,000 fewer students.*
- *Cesar states that last year after 4:00 pm, the University Student Center would be slow and quiet, but this year, it is between 4:30 PM – 5:00 PM where it gets quiet. Cesar states that they do not know if that is because of Main Dining, Warrior Grill, etc. and that they will dive more into those numbers and will work with Miranda and Josh on presentations.*
- *Cesar states that they are running into problems during Titus Tuesdays and that they are running out of supplies within 45 minutes. Cesar states that they are adjusting the event time from 12 – 3 PM to 1 – 3 PM to see if that will make a difference. Cesar also states that they will be bumping up supply numbers from 200 to 300.*

- *Cesar states that the University Student Center Leadership Assistant position has been posted and will begin interviews within a week or so, with the hopes of having a candidate to present to the board within a month.*
- *Cesar states that in two weeks, the projectors will be moved to the North and South Wall, as previously approved by the University Student Center Board.*
- *Cesar states that they will be enforcing prohibiting bicycles, skateboards, and scooters within the University Student Center building. Cesar states that he will be working with Cesar G. and the Operations team on purchasing skateboard and scooter racks and will be locating them throughout the building for students to place them.*
- *Cesar states that he and the University Student Center Executives will be attending the Stockton Campus Open House next Wednesday, September 6th.*
- *Cesar states that he will be giving the executives a tour of the Stockton Campus to familiarize them with the campus.*

IX. Announcements- *none*

X. Adjournment

Motion to adjourn by Selena., second by Kelly.

Motion passed unanimously at 3:57pm.

*Minutes approved at a regularly scheduled meeting
on September 7, 2023:*

Anahi Lopez

Anahi Lopez (Sep 19, 2023 10:07 PDT)

Anahi Lopez, Chair