



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

Minutes

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Thursday, October 12<sup>th</sup>, 2023

3:30pm

University Student Center – Board Conference Room (SC102)

- I. Call to Order** – Meeting called to order at 3:30 p.m.
- a. **Roll Call:** Anahi Lopez, Ellen Teung-Ouk, Cesar Gonzalez Quiroz, Kelly Costa, Jordyn Piro, Selena Mariscal, Erik Jiminez, Kamila Moreno, Miranda Gonzalez, Dr. Edward Erikson, Rose McAuliffe, Gary Potter, Cesar Rumayor, Katie Rotan
- Absent:** Alice Pollard, Heather Dun Carlton
- Guest:** Adan Maldonado, Adrian Sanchez
- b. **Points report** –
- Cesar Gonzales Quiroz – 4 points pending
  - Jordyn Piro – 3 points pending
  - Ellen Teung-Ouk – 4 points pending
  - Kelly Costa – 3 points pending
- II. Approval of Agenda for Thursday, October 12<sup>th</sup>, 2023**
- Motion to approve the agenda was made and seconded.
  - Motion to approve by Selena, second by Kamila.
  - Motion passes 12-0-0.
- III. Approval of Minutes for Thursday, August 31<sup>st</sup>, 2023**
- Motion to approve the minutes was made and seconded.
  - Motion to approve by Selena, second by Jordyn.
  - Motion passes 12-0-0.
- IV. Open Forum (public comment) -**
- V. Presentation**
- a. **ASI & SC Services & Updates – Presented by Katie Rotan, ASI Leadership Manager**
- Katie stated the purpose for the presentation is to give the board a refresher & review of ASI & SC Student Services, as well as share updated services as of Fall 2023, awareness of services provided, and give an understanding of the differences between ASI & SC services.

- *Katie stated it is important for board members to be aware of the services provided for students and understanding the difference of what is funded by ASI and what is funded by SC.*
- *Katie began presenting the ASI Student Services.*
- *Katie began explaining the Student Scholarships provided by ASI. Katie further explained that there are two different scholarship categories that are provided, the Study Abroad Scholarship and Warriors Giving Back Scholarship.*
- *Katie explained that the Study Abroad Scholarship offers ten \$500 scholarships that are awarded during each academic year – up to five each semester. Katie further explained that there are two different deadlines, one in November and the other in April.*
- *Katie further elaborated that the scholarship is awarded to students already participating in an affiliate providers program, and receipt of award is based on both academic merit and community service. Katie explained that the Study Abroad Scholarship are awarded are open to all majors and class levels (including graduate students). Katie further elaborated that with the scholarship, they partner up with International Education to promote the scholarships and will get six to ten students to apply each semester and will then award up to five each semester.*
- *Katie then began to go over the Warriors Giving Back Scholarship.*
- *Katie explained that for the Warriors Giving Back Scholarship, ASI funds fifteen \$1,000 scholarships that are awarded each academic year. Katie further explained that these scholarships are awarded to students who display exceptional leadership and contribute to their community. Katie explained that this scholarship is also open to incoming first-year students, all majors and class levels.*
- *Katie explained that ASI & SC staff and members are not eligible to receive either scholarship.*
- *Katie then begins to present Student Life Funding, in which Recognized Student Organizations can request up to \$1,500 per academic year. Katie explained the purpose of offering the Student Life Funding, is for student organizations to host on-campus events that is going to contribute to student life or the experience at Stanislaus State.*
- *Katie further elaborated that ASI provides \$35,000 per year from their budget.*
- *Katie explained that there are different funding cycles in which student organizations can apply and go through a committee where they must request the funds and then the committee decided whether to approve or decline the request.*
- *Katie began to explain that for support for student organizations, Student Organization Banking is offered in which ASI acts as the liaison between RSO's (Recognized Student Organizations) & the University Business & Finance. Katie further explained that ASI helps manage student organizations trust or bank accounts, which can include check requests, reimbursements from events, etc.*
- *Katie then began to go over Basic Needs Funding & Support.*
- *Katie explained that ASI, Basic Needs, and Division of University Advancement are currently in a 5-year MOU (Memorandum of Understanding). Katie further explained that it began in 2021 and will run through June 30<sup>th</sup>, 2026. Katie further elaborated that within those 5 years, ASI has contributed to provide some sort of funding and support to Basic Needs. Katie listed what is included in the*

*MOU: providing financial assistance such as, \$11,500 annual contribution to support Student Emergency Funds which includes housing, food resources, or community resources for students. Katie continued explaining that a part of the financial assistance, \$3,500 annual contribution is made to support students who are parents which allows Basic Needs to supply baby supplies in the Warrior Food Pantry.*

- *Katie stated that in addition to financial assistance, ASI funds the Basic Needs Text Alert, which gives updates on the Warrior Food Pantry or food distribution where they give out the boxes of food to students.*
- *Katie stated that marketing & promotion efforts are also in addition to raise awareness of Basic Needs Services as well if they have any events or new services.*
- *Katie then goes over Turlock Transit.*
- *Katie stated that about 3 years ago, ASI funded \$90,000 to allow students to ride free on Turlock Transit. Katie continued explaining that since then, ASI has maintained a partnership with the City of Turlock. Katie elaborated that during the Covid-19 years, the City of Turlock decided to help and waive all fees for all students, faculty, and staff to ride free on any fixed route in Turlock. Katie continued stating that ASI no longer provides funding to go towards Turlock Transit since the City of Turlock fully funds that and allows the free rides, however, ASI has continued to assist by promoting and raising awareness of the Turlock Transit service. Katie elaborated that as part of ASI's job is to get the information out to the Stanislaus State community and let students and staff know that they can get free rides on the Turlock Transit by presenting their Warrior ID.*
- *Katie began to go over Warrior Discounter.*
- *Katie stated that ASI partners with local Turlock, Modesto, and Stockton businesses, such as Quickly, Safeway, etc., to create a mutually beneficial relationship between college students and the local community. Katie elaborated that the participating businesses offer special discounts to Stan State students who present their Warrior IDs.*
- *Katie began to go over Marketing Services that ASI provides.*
- *Katie explained that ASI has a full team of marketing staff which includes graphic designers, marketing assistant, social media, web design, etc. Katie continued explaining that they offer design and print services to students, student organizations, and campus departments. Katie explained that for campus departments, it is mostly for promotional items but for students and student organization, they can go in and request a design for an upcoming event they may be having, print flyers, posters, banners, etc., there will be a fee.*
- *Katie explained that promotional items & apparel, the marketing team assists in custom orders such as giveaways, t-shirts, table throws, etc.*
- *Katie explained that the marketing team also offers A Frame Rentals to campus departments and student organizations in which they can display posters around campus.*
- *Katie then goes over Warrior Merchandise.*
- *Katie explained that Warrior Merchandise is Stan State Apparel that is available for purchase to show off Warrior Pride. Katie explained that marketing hosts Warrior Merch Pop Up Shops throughout the semester. Katie disclaimed that they do not currently sell this merchandise in the building as it is a conflict with the*

*University Bookstore. Katie explained that the Warrior Merchandise Pop Up Shop will take place out on the quad where everyone is at or at a special event selling t-shirts, sweatshirts, hoodies, etc., that the marketing team designs.*

- *Katie then began to explain the SC Student Services.*
- *Katie goes over the Service Desk and what they provide. Katie listed that the SC Service Desk provides Laptop Rentals that are up to 4 hours per session, Print-N-Go which students without access to a laptop are able to email directly to the service desk email and the attendant working the service desk will print the paper and student will go pick it up, copying, Special Event Ticket Sales such as the SC Weekend Warrior trips and Warrior Day, and Warrior Grill Gaming Check Out such as pool & shuffle board equipment. Katie stated that the SC Executives are working on a new proposal for additional services at the Service Desk and as the proposal with the new additional items hopefully gets confirmed, they will be sure to let the board know.*
- *Katie then goes over the Conference & Event Services.*
- *Katie stated that the Conference & Event Office is in what used to be the space for the Gaming Center. Katie explained that the Conference & Event Office works on assisting with any type of building reservation such as any meeting or event spaces in the University Student Center conference rooms or Event Center as well as including the operations and logistics, staffing of Building Managers, IT, etc. Katie continued explaining that the Conference & Event staff also assist with quad reservations such as giving student organizations tables, canopies, any type of quad reservation approval. Katie stated that she is not sure how many people are aware of the service, but concession & yard games are offered such as a snow cone machine, popcorn machine, and yard games.*
- *Katie began to go over the SC Credits Policy.*
- *Katie explained that the University Student Center provides RSO's (Recognized Student Organizations) with a pool of credits to be used toward SC Facility & Equipment rentals and reservations. Katie explained that there is \$1,000 credit available to RSO's if recognized by August 1<sup>st</sup>. Katie elaborated that credits become prorated at \$100 increments beginning after the first of each month. Katie said the policy was created to get student organizations to host events and activities inside the University Student Center building.*
- *Katie began to go over Basic Needs Funding & Support.*
- *Katie explained that, like ASI, the University Student Center, Basic Needs, and Division of University Advancement has a 5-year MOU (Memorandum of Understanding). Katie stated the services commenced 2021 and run through June 30<sup>th</sup>, 2026.*
- *Katie stated that for Financial Assistance, it is different compared to ASI as the University Student Center funds \$10,000 annual contribution to support the Warrior Food Pantry as well as fund up to \$5,000 to purchase and distribute emergency meal gift cards. Katie elaborated that the University Student Center will also help with marketing and promoting Basic Needs in their services and any events they will put on.*
- *Katie began to take over Stockton Student Services.*
- *Katie stated that the ASI Services at the Stockton Camps include the Warrior Discounter, Warrior Merchandise in which sales are in the WAC Office (Warrior Activities Center). Katie stated that Marketing Services, Student Scholarships,*

*and Student Organization Funding are also available for Stockton Campus students.*

- *Katie explained that the SC Services at the Stockton Campus include the Warrior Lounge A, which includes 2 microwaves, refrigerator, and sink. Katie elaborated on the Warrior Lounge B which is a lounge space which has tables and cubicles. Katie further elaborated that the Stockton Campus has a Campus Pride Courtyard in which there are tables and a Campus Pride Mural that matches mural on second floor of the University Student Center at the Turlock Campus.*
- *Katie elaborated on the SC Services at the Stockton Campus by stating that any services being provided at the Turlock Campus at the front service desk is also mirrored at the Stockton Campus such as Print-N-Go, Laptop Rentals, Scantron & Bluebooks, Ticket Sales, and ASI Merchandise.*
- *Katie asks the board if they have any questions.*
- *Katie stated that on both the ASI & University Student Center web pages, there is a section that provides information about the services they provide. Katie stated as the services become revamped with additional services, they will make sure to keep the web pages updated with current information.*

## **VI. Action Items**

### **a. Approval of the Revised SC Facility & Equipment Fees**

- *Motion to approve by Jordyn, second by Kelly.*
- *Anahi stated prior to the change, a reservation for the quad area was \$100 per hour. Anahi continued stating the revision will be \$50 per hour because it would not be reasonable to charge \$400.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

### **b. Approval of the Revised Training Policy for Student Staff**

- *Motion to approve by Selena, second by Kamila.*
- *Anahi stated that prior to the revision, student staff were given 30-day notice on student training days. Anahi said it will be revised to 60-day notice to give student staff ample notice for mandatory training.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

### **c. Approval of the Revised Mandatory Training for Professional Staff**

- *Motion to approve Selena, second Miranda.*
- *Anahi stated it will be the same as the revision for student staff.*
- *Anahi stated it will be changing from 30-day notice to 60-day notice as well.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

### **d. Approval of the Revised Time Off for Parent's School Activities Policy for Professional Staff**

- *Motion to approve by Selena, second by Jordyn.*
- *Anahi stated before the revision, the policy stated that professional staff could take time off for events that happen on the campus of where their child attends school.*

- *Anahi stated that with the revision, they wanted to open the policy to where professional staff can attend their child's school function if it were to not take place on the school campus.*
- *Anahi elaborated that the policy would also include if child were to be enrolled into school, daycare, etc.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

**e. Approval of the Revised Telecommute Policy for Professional Staff**

- *Motion to approve by Erik, second by Selena.*
- *Anahi stated that what was added to the Telecommute Policy for Professional Staff is "Newly hired or interim appointed staff will not qualify for the telecommute agreement until after 12 weeks of full-time employment has been met."*
- *Anahi elaborated that the reasoning behind the addition to the policy is that newly hired staff or interim positions have enough training in their positions to be able to work from home and be able to complete their work at home.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

**f. Approval of the Revised Student Staff Classification Table**

- *Motion to approve by Selena, second Kamila.*
- *Anahi stated an addition to the classification table was made.*
- *Anahi stated in Classification 3 what was added was "May work with hazardous chemicals, excess heat or in an enclosed/restrictive environment."*
- *Anahi elaborated that this addition does not apply to any of the positions on the board now however, it applies to ASI board as the addition was made for the ASI Mascot "Titus the Warrior."*
- *Anahi stated that what was also added to the classification table was to Classification 4, the SC Student Custodial Lead, who will lead the student custodial team in the mornings in the University Student Center building.*
- *Ellen pointed out a spelling error on the word "environment."*
- *Anahi stated that it will be fixed.*
- *No further questions or discussion.*
- *Motion passes 12-0-0.*

**g. Approval of Adan Maldonado for SC Student Director**

- *Anahi stated Adan was interviewed last week and the executives and SC Leadership Student Assistant believed him to be a great fit for SC Student Director with his experience in the University Student Center building and the services it provides.*
- *Anahi invites Adan to come up and speak for himself to the board.*
- *Adan introduces himself to the board and thanks the board for allowing him to be at the meeting.*
- *Adan stated he is a third year at Stanislaus State and is majoring in Business with a concentration in Marketing. Adan stated he would like to be a part of the SC Student Directors as it would allow him to participate in those decisions that would enhance the student life at the University Student Center building.*
- *Anahi asked Adan to either step outside or stay inside so the board can discuss.*

- *Adan steps outside.*
- *Cesar G. stated he has worked with Adan before during NSO (New Student Orientation). Cesar G. elaborated that Adan is a person that communicates everything, is on time for everything, has never missed a day of work, and is a committed person. Cesar G. stated he believes Adan to be a strong candidate.*
- *No further discussion.*
- *Motion passes 12-0-0.*
- *Adan steps back inside and is welcomed to sit with the board.*

**VII. Discussion - none**

**VIII. Reports**

**a. SC Board of Directors – none**

**b. ASI Representative, Miranda Gonzalez**

- *Miranda stated there has been a change in leadership in ASI.*
- *Miranda stated the ASI President is Adrian Sanchez and the ASI Vice President is Arianna Carlos.*
- *Anahi thanks Miranda and welcomes her to the board.*

**c. SC Vice Chair of Finance, Cesar Gonzalez Quiroz**

- *Cesar G. stated he, along with Miranda, attended the University Budget & Value Committee on Monday, October 9<sup>th</sup>.*
- *Cesar G. stated that currently there is an under-enrollment estimate in FTES (Full Time Equivalent Students) by 329 students which is an under-enrollment dollar estimate of \$1.9 millions of funding.*
- *Cesar G. elaborated that with the tuition increasing next school year, an estimate of \$2.9 million, a third will be going to financial aid and \$2 million will be going to the Stan State budget.*
- *Cesar G. stated he and Miranda are finishing the budget presentation draft for each organization that will make things better when it comes to present a new budget, projected enrollments, video SAP, draft revisions from each department, and the top variances of the current and old budget.*

**d. SC Vice Chair, Ellen Teung-Ouk**

- *Ellen stated the board t-shirts are expected to arrive Monday, October 16<sup>th</sup>.*
- *Ellen stated she is unsure when the jackets and polo shirts will be arriving.*
- *Ellen stated starting Wednesday, October 25<sup>th</sup>, for her initiative, candy bars with stickers will be handed out to students wearing red to promote wearing red on Wednesdays and the SC Board of Directors.*
- *Ellen elaborated that she will be sending out calander invites to those that are available and would like to participate in handing the candy bars out.*
- *Ellen said she will contact the new board members about their schedules and which internal committees they will be appointed to.*

**e. SC Chair, Anahi Lopez**

- *Anahi updated the board on who will be attending the ACUI Conference which consists of Anahi, Ellen, Cesar G., Selena, Elia, and Jelaine.*
- *Anahi stated she has been working on a project within ASI & SC, the Vintage Rack, where different clothing items were collected. Anahi said the Vintage Rack will begin on Monday, October 16th, and there are 2 item maxes in which student staff and student directors can collect.*
- *Anahi stated she and the other executives have been working on a proposal for service additions and will be bringing it to the board.*
- *Anahi stated that for one of her initiative proposals is commencement and is in the beginning stages of it and will keep the board updated.*
- *Anahi stated it was great seeing some of the board members at the Food Service Town Hall and hearing student input.*
- *Anahi elaborated that the executives have made their own notes and will be asking on behalf of the University Student Center.*
- *Anahi updated the board that she met for the Warrior Lawn Renovation meeting to get updates and will be updating the board on those updates in a PowerPoint in the coming weeks.*

**f. ASI Leadership Manager, Katie Rotan**

- *Katie reminded the board that she sent out a calander invite for the Indigenous People's Day Celebration that is following the board meeting and it starts at 4:30 p.m. at the Event Center. Katie elaborated to the board that they more than welcomed to come and join to support the event.*
- *Katie stated for Student Center Brick Sales, it will be extended to the end of the year in December and tabling dates will be added to promote brick sales.*
- *Katie stated Jelaine, the SC Leadership Student Assistant, sent out an email to the student directors to see they are interested or available to help work some of those tabling dates. Katies asked the student directors to fill out the form if they are interested or available to help.*
- *Katie stated that along with tabling dates, a brick giveaway will be done over social media targeting students that will be graduating in December. Katie said they would have the chance to enter a giveaway to win 2 bricks on campus.*
- *Katie reminded the board that those that RSVP'd for the Halloween Social with the President, it will be next Monday, October 16<sup>th</sup> and a calander invite should have been sent out as well.*
- *Katie stated the next SC BOD Meeting will take place at the Stockton campus.*
- *Katie stated those that have not filled out the form if they will be needing transportation and their Chick-fil-A order will be reached out to.*
- *Katie asked the board to look for an email with information regarding transportation, meeting location, etc.*

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

- *Cesar stated that they are continuing to work on the sustainability report where they asked the staff to provide a full reflective report on anything sustainability regarding the University Student Center.*
- *Cesar stated once all the information is compiled, they will be presenting it at the SC BOD Meeting following the SC BOD Meeting at the Stockton campus.*

- *Cesar stated that he is looking forward to the SC Facilities Committee, there are great ideas but, they just need to get started on it since it is already mid-October.*
- *Cesar stated that Warrior Expo is Saturday, October 21<sup>st</sup> from 10 a.m. to 2 p.m. Cesar stated he hopes everyone goes and that they enjoy all the activities, engagement, different resources, etc., at Warrior Expo. Cesar stated to the board that the executives and staff will be working Warrior Expo to promote brick sales and other items.*
- *Cesar stated to the board to register for Warrior Expo, to register family and friends because Warrior Expo is a great opportunity to highlight Stan State and everything it does for its students.*

**IX. Announcements** - *none*

**X. Adjournment**

- *Motion to approve by Kelly, second by Erik.*
- *Motion passed unanimously 13-0-0 at 4:09 p.m.*

Minutes approved at a regularly scheduled meeting held on October 26, 2023.

*Anahi Lopez*

Anahi Lopez (Oct 31, 2023 08:50 PDT)

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Anahi Lopez, Chair