



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

Minutes

---

Thursday, November 9<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, Cesear Gonzalez Quiroz, Jordyn Piro, Selena Mariscal, Erik Jimenez, Kamila Moreno, Adan Maldonado, Miranda Gonzalez, Dr. Edward Erikson, Rose McAuliffe, Katie Rotan
- Absent:** Kelly Costa, Dr. Heather Dunn Carlton, Alice Pollard, Gary Potter, Cesar Rumayor
- Guest:** David Siguenza, Alexa Aguirre, Andy Klingelhoef, Ammie Mundello, Jelaine Esguerra
- b. **Points report** - none
- II. Approval of Agenda for Thursday, November 9<sup>th</sup>, 2023**
- Motion to approve the agenda was made and seconded.
  - Motion to approve by Selena, second by Kamila.
  - Motion passes 11-0-0.
- III. Approval of Minutes for Thursday, October 26<sup>th</sup>, 2023**
- Motion to approve the minutes was made and seconded.
  - Motion to approve by Selena, second by Jordyn.
  - Motion passes 11-0-0.
- IV. Open Forum (public comment)** - none
- V. Presentation**
- a. **Basic Needs Resources & Updates – presented by Andy Klingelhoef, David Siguenza – Food Security Lead, and Alexa Aguirre Sanchez – Cal Fresh Coordinator**
- Andy Klingelhoef introduces himself as the Assistant Director for Basic Needs.
  - Andy Klingelhoef stated that the Basic Needs at Stanislaus State includes the Food Pantry, Clothes Closet, Cal Fresh, Emergency Funding Grants, and Educational Process.
  - Andy Klingelhoef began to go over the Emergency Funding Grants.
  - Andy Klingelhoef stated that last year, \$155,000 was distributed to students in need. Andy Klingelhoef explained that the Emergency Funding Grant goes

*towards students that have exhausted every other opportunity such as financial aid. Andy Klingelhoef explained that from that point on, Basic Needs reviews and acknowledges and will then move forward with funding, generally up to \$1,000 per student.*

- *Andy Klingelhoef introduces David Siguenza to present to the board.*
- *David Siguenza introduced himself as the Food Security Lead and thanks the board for allowing him to speak to them on food security.*
- *David Siguenza laid out items on the table, items found in the food pantry.*
- *David Siguenza explained that the items on the table are the average amount of items a student gets per visit which is 6.5 lbs.*
- *David Siguenza explained that the contribution that the SC Board of Directors has made has helped support students in need.*
- *David Siguenza stated that this semester, fall 2023, has seen a 32% increase in usage from the previous year.*
- *David Siguenza explained that the funding towards Basic Needs helps support nearly 8,100 visits to the food pantry and that on an average, 750 students are seen visiting the food pantry a week.*
- *David Siguenza stated that next week, the food pantry will be providing some seasonal kits such as 150 turkey kits and 50 tamale kits.*
- *David Siguenza stated that along with the distribution of seasonal kits, there will be food pantry pop-up for National Hunger and Homeless Awareness Week.*
- *David Siguenza began to speak about the clothing closet and said it will make its soft opening this semester to figure out its hours for the Spring 2024 semester.*
- *David Siguenza explained that the clothing closet has begun to gain attraction from students as last week 21 students accessed the clothing closet and accessed 89 articles of clothing.*
- *David Siguenza then presented Alexa Aguirre Sanchez to the board to begin presenting on Cal Fresh.*
- *Alexa Aguirre introduced herself to the board and stated she is the Cal Fresh Coordinator for Stanislaus State University and a part of the Food Security Team.*
- *Alexa Aguirre began to explain Food Distribution.*
- *Alexa explained that food distribution is available to any student with a Stan State ID number enrolled in classes.*
- *Alexa Aguirre stated that food distribution items include non-perishable food items, fresh produce, eggs, and other goods.*
- *Alexa Aguirre stated that there are 150 boxes per distribution at the Turlock Campus only.*
- *Alexa Aguirre stated that the upcoming food distribution dates are November 14<sup>th</sup>, November 29<sup>th</sup>, and December 6<sup>th</sup>.*
- *Alexa Aguirre began to go over Food/Outreach.*
- *Alexa Aguirre explained that Cal Fresh is separated into 4 different subgroups: Cal Fresh Food, Cal Fresh Healthy Living, Cal Fresh Employment and Training, and Cal Fresh Disaster Response.*
- *Alexa Aguirre stated that Stanislaus State University works with 2 of the 4 subgroups: Cal Fresh Food and Cal Fresh Healthy Living.*
- *Alexa Aguirre explained that Cal Fresh is a supplemental Nutritional assistance program/EBT that provides students with \$291 per month for groceries.*

- *Alexa Aguirre explained that the way they outreach to students is by a prescreen form, usually a QR code for students to scan at all events Basic Needs hosts.*
- *Alexa Aguirre explained that the prescreening form is a quick intake to determine eligibility.*
- *Alexa Aguirre continued explaining that after the student completes the form, she will receive it on her end, and she will then reach out to the student to schedule an appointment. Alexa Aguirre stated that during the appointment, she will offer the 1-on-1 support for application assistance and assist in providing any supplemental documentation and interview tips.*
- *Alexa Aguirre stated that if there were to be a denial, she will contact a liaison in which she will be in communication with to troubleshoot the denial.*
- *Alexa Aguirre said there is a high success rate with Cal Fresh approvals.*
- *Alexa Aguirre presented to the board an image of how the prescreening form will look like.*
- *Alexa Aguirre stated that the success rate with approvals for Cal Fresh is around 85-90%.*
- *Alexa Aguirre began to go over Cal Fresh Healthy Living.*
- *Alexa Aguirre explained that Cal Fresh Healthy Living is a way to create a culture at Stanislaus State University where the healthy choice is the easy choice.*
- *Alexa explained that with Cal Fresh Healthy Living can help students feel confident in their ability to prepare nourishing meals and live active lifestyles.*
- *Alex Aguirre stated that Cal Fresh Healthy Living includes Harvest of the Month, Days of Action i.e., Rethink your Drink, HealthyU 101, Warrior Kitchen Chronicles: 3 class series, and PSE (Policy System Environmental) Strategy.*
- *Alexa Aguirre began to go over HealthyU 101.*
- *Alexa Aguirre explained that HealthU 101 is an e-Workshop on Canvas.*
- *Alexa Aguirre explained that students can sign up via QR code/Instagram link for a self-guided nutrition/health education course.*
- *Alexa Aguirre explained that through the e-Workshops, students will be able to learn about healthy behaviors and develop a solid understanding of nutrition, learn to cook a SNAP-ED approved recipe, and reserve a meal-kit that includes all ingredients.*
- *Alexa Aguirre explained that ways in which we can support Basic Needs on campus is by sharing their resources, using their resources, talking about Basic Needs, talking about Basic Needs, encouraging peers to attend any Basic Needs events, and volunteering with Basic Needs.*
- *Alexa Aguirre concluded her presentation.*
- *Andy Klingelhoefers thanks the board for their time and allowing them to present on Basic Needs Resources.*
- *No further questions or discussion.*

**b. SC Sustainability Presentation – Josh Edrington, Facility Services Manager**

- *Was postponed for the next University Student Center Board of Directors Meeting (November 30<sup>th</sup>, 2023).*

**c. New Services at the SC Service Desk & WAC – presented by SC Executives**

- *Anahi explained that the presentation will be about the services being added to the Turlock Campus and Stockton Campus.*

- *Anahi began to go over the Turlock Campus Proposal Additions which include:*
  - *12 picnic blankets – one-time purchase*
  - *Phone and Computer chargers – one-time purchase*
    - *12 phone chargers (compatible with iPhone and Android)*
    - *5 computer chargers (can be used for Mac & Chromebook)*
  - *9 board games – one-time purchase*
  - *Free custom pencils – annual future budget line item*
  - *Free individual scantrons & blue books – future budget line item*
  - *1 suggestions box – one-time purchase*
- *Anahi then began to go over the Stockton Campus Proposal Additions which include:*
  - *5 board games – one-time purchase*
  - *Free custom pencils – annual budget line item*
  - *Free individual scantrons & blue books – annual future budget line item*
  - *1 suggestion box – one-time purchase*
- *Anahi explained that the purpose of having picnic blankets as a service for students as the Turlock Campus is in support of student wellness. Anahi added that adding this service would enhance a student’s experience while also offering a time of rest and socializing at the University Student Center.*
- *Anahi explained that there will be no time limit, needs to be returned before SC closing time.*
- *Anahi said the picnic blankets will be stored at the Service Desk and can be checked out with a student ID.*
- *Selena asked if there would be different sizes for the picnic blankets.*
- *Anahi responded that she could look into the exact size of what they are thinking of, but that they ordered a sample to see what it will look like before going ahead and ordering/purchasing all the blankets.*
- *Jordyn asked if for the “one-time purchase” means students buy the picnic blankets or board games one time and can then check them out for free after returning it or students will have to pay each time, they check the item out.*
- *Anahi responded that the “one-time purchase” means that they will be purchasing the item one time until they are worn down, damaged, etc. and need to be replaced.*
- *Dr. Edward Erikson asked if the blankets would need to be washed every so often and what would happen in terms of maintenance.*
- *Anahi responded that once they look at the fabric with the sample picnic blanket, and if possible, use the washers used in the University Student Center Building. Anahi elaborated that it would just be figuring out the timeline of when is the best time to have the blankets be washed.*
- *Ellen then began to present on Phone & Computer Chargers.*
- *Ellen explained that the purpose of having chargers as a service for students is to allow students to charge their devices with our chargers as needed.*
- *Ellen further explained that students are allowed up to 2 hours for phone chargers and 4 hours for computer chargers. Ellen stated that chargers will be labeled to ensure students do not switch them out with their own chargers.*
- *Ellen stated the chargers can be checked for students with their student ID.*
- *Ellen then began to present on Board Games.*
- *Ellen said there will be 14 board games to be purchased.*

- *Ellen stated they will be purchasing 2 “Sorry,” 2 “Uno,” 2 “Connect 4,” 2 “Exploding Kittens,” and 2 chess sets.*
- *Ellen then stated they will also be purchasing 1 “Hedbandz,” 1 “Jenga,” 1 “Guess Who,” and 1 “Operations.*
- *Ellen stated that these board games can be checked out with their student ID.*
- *Cesar G. began to go over Free Individual Scantrons.*
- *Cesar G. stated that currently, scantrons cost \$0.50 and that last school year, the service desk sold 1290 scantrons for revenue of \$165. Cesar further explained that the WAC at the Stockton Campus made \$10 in scantron revenue.*
- *Cesar G. stated with free individual scantrons, storage will remain the same, and students will obtain a scantron with their student ID.*
- *Cesar G. stated that the proposal of free individual scantrons is to fund the reimbursement of the cost of the scantron services that would be used by students for the school year.*
- *Cesar G. further elaborated that a smart sheet will be provided to keep track of how many scantrons a student gets. Cesar G. stated that based off information that was received, it is subject to change in the future if needed.*
- *Cesar G. then began to go over the Free Custom Pencil service addition.*
- *Cesar G. stated that if a student shows up at the Turlock Campus or Stockton WAC and needs a pencil for class, or they need a pencil when checking out a scantron, a pencil can be provided to them. Cesar G. further stated that the pencil will be customized with the University Student Center logo to show off pride.*
- *Cesar G. explained that the storage for the pencils will be next to the scantron cabinet.*
- *Cesar G. further explained that students will be able to obtain a pencil with their student ID card and the service desk will be provided with an Excel sheet that will keep track of students checking out pencils throughout their semester.*
- *Cesar G. stated 500 pencils will cost around \$260 with free shipping and tax.*
- *Cesar G. added that 2 electric pencil sharpeners will be ordered and will cost around \$20 each plus shipping and tax.*
- *Ellen then began to present on the Suggestion Board.*
- *Ellen said the suggestion board's purpose is to allow students to voice any opinions or feedback they have about the University Student Center.*
- *Ellen further explained that there will be a digital QR code that students will use to give their feedback.*
- *Ellen said this would allow the board and executives to take their opinions and feedback to improve as needed.*
- *The SC Executives concluded their presentation.*
- *No further questions or discussion.*

## **VI. Action Items**

### **a. Approval of the Revised Funeral Bereavement Policy for Professional Staff**

- *Motion to approve by Cesar G., second by Selena.*
- *Anahi stated that when reviewing the policy, it was noted that sibling-in-laws were not included so that was added onto the policy.*
- *Ammie Mundello added that the policy applies to student staff as well because it is required to have unpaid time-off for them and professional staff get paid for their funeral leave.*

- *Ammie explained that parent-in-laws and children-in-laws were included in the policy however, sibling-in-laws were not included. Ammie further explained that there was a current case in which a staff member lost their sister-in-law, and it was then realized that sibling-in-laws were not included in the policy, so the addition was made.*
- *No further questions or discussion.*
- *Motion passes 11-0-0.*

**b. Approval of the Reproductive Loss Leave Policy for Professional and Student Staff**

- *Motion to approve by Adan, second by Selena.*
- *Anahi stated that edits made to this policy are the addition of when staff is employed for 30 days or more, they are eligible for Reproductive Loss Leave and can have up to 5 days of unpaid leave.*
- *Ammie added that this policy is a new law that the governor and legislature have passed for the effective date of January 1<sup>st</sup>, 2024.*
- *Ammie explained that this policy is separate from any other leave of absence. Ammie explained that this policy has no requirement other than being employed for 30 days or more to be eligible for it. Ammie added that student staff also qualify for this policy.*
- *Ammie stated that reproductive loss can be miscarriage, fertility treatment, failed adoption, etc.*
- *Ammie stated that a staff member can take up to 4 a year, (20 days maximum).*
- *Ammie further stated that there is no requirement for medical documentation when requesting Reproductive Loss Leave.*
- *No further questions or discussion.*
- *Motion passes 11-0-0.*

**c. Approval of the Revised Student Staff Sick Leave Policy**

- *Motion to approve by Selena, second by Kamila.*
- *Anahi explained that student staff during the fiscal year can get up to 40 hours of sick leave and that can carry over into the next year and can accrue another 40 making the maximum of 80 hours of sick leave.*
- *Ammie added that the legislature has passed a revision to the current sick leave policy and law that was in place already. Ammie explained that the current current sick leave policy is student staff can currently accrue up to 24 hours of sick leave and their cap is at 48 hours of sick leave.*
- *Ammie further explained that the new accrual is going to be 40 hours of sick leave per year effectively starting January 1<sup>st</sup>, 2024, with a cap of 80 hours of sick leave.*
- *Ammie explained that currently the accrual method is that student staff can 1 hour of sick leave for every 30 hours worked for a maximum of 24 hours within a 12-month period and can carry over 24 hours to the next year and the cap will be 48 hours. Ammie explained that with the new policy, she recommends changing the accrual method to a grant of 40 hours at 90 days and get the second accrual of 40 hours July 1<sup>st</sup> and that will be their cap of 80 hours.*
- *No further questions or discussion.*

- *Motion passes 11-0-0.*

**d. Approval of the Employing Minors Under the Age of 18 Policy**

- *Motion to approve by Selena, second by Kamila.*
- *Anahi stated when employing minors, it would have to be ensured that they turn 18 years old before October 1<sup>st</sup>*
- *Ammie explained that the challenge behind employing minors is that in the labor code, when they are in between high school and college, there is no work permit to be issued. Ammie further explained that the challenge is the restriction of how many hours they can work, number of days, when classes are in session, etc. Ammie added that despite being in college they are still under the age of 18 which means there are liability requirements that are in place.*
- *Ammie stated that the questions being asked were if they do not hire them until they turn 18 years old but that they do a lot of recruiting during NSO (New Student Orientation) and most of the students attending are first-year students meaning there will be students that are under the age of 18.*
- *Ammie stated that they still want to make the offer to them but have the restriction that they must turn 18 years old by October 1<sup>st</sup>*
- *Anahi added that if they were to employ minors under the age of 18, they would only be able to work 4 hours a day as a restriction.*
- *No further questions or discussion.*
- *Motion passes 11-0-0.*

**VII. Discussion - none**

**VIII. Reports**

**a. SC Board of Directors - none**

**b. ASI Representative, Miranda Gonzalez**

- *Miranda stated that the ASI President, Adrian Sanchez, is currently working on presenting to the Academic Senate on the “U-Hour.”*
- *Miranda explained that “U-Hour” is when every Tuesday and Thursday that would have no lecture classes from 12:10 p.m. to 1:10 p.m. as a means for students to have a free designated hour to go to meetings, grab lunch, etc. While also having engagement activities on campus.*
- *Miranda stated that ASI are currently working on a parking resolution.*
- *Miranda stated that they will be presenting the parking resolution at the last ASI Board of Directors meeting of the Fall 2023 semester and are waiting to hear back from them in mean time.*
- *Miranda stated that on Tuesday, November 14<sup>th</sup>, ASI will be seeking approval for the ASI pay increase proposal.*
- *Kamila asked when the U-Hour would go into effect if approved.*
- *Katie stated that it would go into effect the next fiscal year, 2024 – 2025, as they are already planning and setting class schedules for next fiscal year so they would want the approval sometime in Winter or early Spring.*

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

- *Cesar G. stated that he will be working on purchasing scantrons, pencils, and pencil sharpeners.*
- *Cesar G. stated that they are still waiting to hear a response from facilities on how they are planning to do roadway signage for the Child Development Center and the University Student Center.*
- *Cesar G. stated that he and Miranda will be presenting a rough draft presentation about the budget to the executives from ASI & SC to get feedback to then present to their respective boards later.*
- *Cesar stated that next week (November 16<sup>th</sup> – 18<sup>th</sup>) the SC Executives, Elia, Jelaine, and Selena will be attending the ACUI Region I Conference at CSU Monterey and will be bringing back notes and a presentation to the board.*

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

- *Ellen said that for her On Wednesdays We Wear Red giveaway, they have started with 42 candy bars but purchased chips and a way to reach out to more students.*
- *Ellen stated that she has set a goal of 100 (42 candy bars and 58 chips bags).*
- *Ellen thanks those that have helped so far pass out the candy bars.*
- *Ellen stated that she is currently working with marketing on getting a suggestion board poster created.*
- *Ellen stated that for the red polo shirts that have been given to the board, different designs were given out. Ellen presented to the board the correct polo shirt design and that if they have the incorrect polo shirt design to let her know so she can reach out to marketing.*

**e. SC Chair, Anahi Lopez**

- *Anahi stated that she has been working on documents that outline different proposals and projects she has been working on such as commencement, the massage chairs, ASI & SC Vintage Rack, picnic blankets, etc.*
- *Anahi stated that she and the other SC Executives went into the FLEx (First-Year Leadership Experience) meeting and spoke to them about SC and their positions in SC Leadership.*
- *Anahi stated that she is sitting on the Presidential Search Committee and was with working the committee last week. Anahi further stated that the committee has sent out a survey for student feedback on what they are looking for in a president.*

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

- *Katie stated she has sent out a calander invite for the ASI & SC Holiday Dinner that is scheduled for Friday, December 8<sup>th</sup>, 2023, at 5:30 p.m. – 7:30 p.m.*
- *Katie told the board to make sure they are checking their emails because within the next week or two, an RSVP will be sent out.*
- *Katie stated that the Stan State Giving Tree as a part of the Warriors Giving Back Program, kicks off on Monday, November 13<sup>th</sup>, 2023. Katie further explained that once students take off a tag from the tree, they will then register for it at the SC front desk and have until December 13<sup>th</sup> to bring the items for the child in need.*
- *Katie said an email was sent out with the Winter Retreat dates, January 16<sup>th</sup> and January 17<sup>th</sup>. Katie further stated that more information is to come regarding*



*Winter Retreat but that day 1 of Winter Retreat will be like the Summer Retreat with sitting in on sessions on campus covering different topics and day 2 will be a visit to San Jose State and fun activity at Top Golf.*

- *Katie thanks those on the board that took their board headshots, and those photos will be sent out to them and will be added to the website.*
- *Katie stated that for the group board photo, it will either be scheduled sometime during Winter break or the first day of Spring semester.*
- *Katie stated that this day will be her last day before she goes on maternity leave and wishes the best of luck for the rest of the Fall semester and will be back in Spring.*
- *Katie stated that she will remain as the ASI Leadership Manager when she comes back.*

**g. SC Executive Director, Cesar Rumayor – no report - absent**

**IX. Announcements - none**

**X. Adjournment**

- *Motion to adjourn by Selena, second by Adan.*
- *Motion passes 11-0-0 at 4:10 p.m.*

Minutes were approved at a regularly scheduled meeting held on November 30, 2023.

Anahi Lopez  
Anahi Lopez (Dec 4, 2023 08:23 PST)  
Anahi Lopez, Chair