



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, November 30th, 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 Jimenez, Kamila Moreno, Adan Maldonado, Miranda Gonzalez, Dr. Edward Erikson, Dr. Heather Dunn Carlton, Alice Pollard
- Absent:** Gary Potter, Rose McAuliffe
- Guest:** Scott Schorn, Clint Strode (Representing Rose McAuliffe), Adrian Sanchez, Arianna Carlos
- b. **Points report** - none
- II. Approval of Agenda for Thursday, November 30th, 2023**
- Motion to approve the agenda was made and seconded.
 - Motion approved by Ellen, second by Miranda.
 - Motion passes 13-0-0.
- III. Approval of Minutes for Thursday, November 9th, 2023**
- Motion to approve the minutes was made and seconded.
 - Motion approved by Selena, second by Adan.
 - Motion passes 13-0-0.
- IV. Open Forum (public comment)** - none
- V. Presentation**
- a. **SC Sustainability Presentation – Presented by Josh Edrington, SC Facility Services Manager**
- Josh Edrington began to present on “Sustainability at the University Student Center.”
 - Josh Edrington began to present on the “Solar Panels.”
 - Josh Edrington stated there are 1,058 solar panels installed on the University Student Center roof in 2022. Josh continued stating that the solar panels generate enough energy to offset the electricity use in the University Student Center. Josh

further explained that additional energy collected from the panels is sent to the power grid in the University Facilities and returned as credit.

- *Josh stated that they clean the solar panels twice a year to make sure they are efficient, one time in the Spring, nearing commencement, and then once in the Fall, just after harvest season.*
- *Josh began to go over “Hydration Stations.”*
- *Josh explained that there are 3 hydration stations in which excess water is collected back into campus ponds and supports irrigation efforts. Josh explained that on the top right-hand corner of the hydration stations, there is a feature that tells how many plastic bottles have been saved. Josh further stated that filters are replaced every 3 months or as needed.*
- *Josh began to present on “Recycling Efforts Aluminum, Glass, Plastic.”*
- *Josh explained that there are 15 indoor recycling stations and 5 outdoor stations. Josh said they introduced recycling bins in the Event Center in Fall 2023 to support events and programs occurring in the building. Josh further stated the latest collection had a record number of aluminum cans/bottles partly because of the policy throughout the CSU system that has enforced at Stanislaus State in which they are choosing aluminum over plastic.*
- *Josh began to present “Recycling Efforts Paper.”*
- *Josh explained that there are paper recycling bins in each office/work area. Josh further explained that the black bins in the office are for garbage and the blue bin for recycling paper. Josh stated that each night, the custodial crew will come through and make sure that it gets collected.*
- *Josh stated there are a total of 5 paper recycling containers available in SC; 2 over in the ASI & SC lounge area, 1 in the common area near the Leadership Suite hallway, 1 in Programming, 1 at the service desk, 1 in SLD, and the 1 in the Career and Professional Development.*
- *Josh explained as the larger paper recycling containers get full, there is a partnership with a University Facilities representative that will come out and empty all those containers to get them picked up. Josh said there is a small fee just for labor paid for when they come to empty the containers.*
- *Josh began to present on “Recycling Efforts Batteries.”*
- *Josh stated that batteries are recycled. Josh explained that there are 2 battery recycling locations; Service Desk and ASI/SC Front Desk.*
- *Josh stated that they currently accept AA, AAA, C, and D type batteries.*
- *Dr. Edward Erickson asked if there is a market for the batteries or if they are being got rid of.*
- *Josh explained that currently, when the buckets get full, they will contact University Facilities who will then get rid of the batteries.*
- *Josh began to present on “Recycling Efforts Printers and Ink Cartridges.”*
- *Josh explained that there are ink cartridges disposal locations at the ASI & SC Front Desk. Josh stated they have shifted away from having individual printers in each office space to having shared community larger printers that everyone will print from.*

- *Josh continued explaining that there are 4 large, shared printers (2 in the ASI & SC hallway, 1 in the marketing suite, and 1 at service desk) available for ASI & SC office use maintained by external vendor.*
- *Josh began to go over “Digital Signage.”*
- *Josh stated there are 7 digital screens programmed by Marketing Services. Josh further stated that 2 digital screens are programmed by Service Desk. Josh explained that digital signage helps with reduction of paper waste through printing less flyers and posters.*
- *Josh began to go over “Sustainable Lighting.”*
- *Josh stated that all indoor and outdoor lights are LED. Josh explained that indoor lighting is set with sensor to turn off after 5 minutes of inactivity. Josh further explained that outdoor lighting is set on a timer to switch on from dusk until dawn. Josh stated that the indoor lights will adjust their brightness to what the lighting is outside through sensors.*
- *Josh began to go over “Environmentally Conscious Equipment.”*
- *Josh stated that, when possible, equipment purchased to support facility operations is electric or battery operated.*
- *Josh asked the board if there were any questions.*
- *Dr. Edward Erickson asked if Josh knows the generative capacity of the solar panels in total.*
- *Scott Schorn answered stating they have not gotten the numbers yet from University Facilities but have been tracking what the solar panels have been generating every month in terms of kilowatt per hour. Scott Schorn stated that it has been inconsistent but there have been nice months where there has been \$4,000 credit because more power was produced. Scott Schorn explained that it is still a learning experience for them.*
- *Josh stated that he along with some of the other board members had the opportunity to look at other CSU campuses and how they compost. Josh stated that composting at Stanislaus State is a part of a larger conversation in which some day hopefully, there will be composting. Josh explained that the closest composting site to Stanislaus State is Dublin, CA, which would defeat the purpose of composting everything at Stanislaus and having someone drive all the way to drop stuff off and pay them for their service.*
- *No more questions or discussion.*

b. ACUI Learning Outcomes – Presented by SC Executives, SC Student Staff, and SC Board Member)

- *Anahi stated that they attended the conference in Monterey Bay on November 16 – 18. Anahi further said they could see the Otter Student Union and go to different education sessions.*
- *Anahi began to present on the ‘Tour of Otter Student Union.’”*
- *Anahi stated that the Otter Student Union has their Starbucks inside their building and was connected to the building compared to Stanislaus State in which Starbucks is outside.*

- *Anahi continued explaining that the Otter Student Union had a gaming room which had activities and games such as pool tables, ping pong tables, arcade game machines, etc.*
- *Anahi stated that students get one free Monterey Bay Aquarium ticket per year.*
- *Anahi explained that the Otter Student Union is a 3-story building in which the Ballroom is on the bottom floor.*
- *Anahi began to go over “Bridging the Digital and Physical.”*
- *Anahi stated that this was an education session she attended named “Revitalizing the Modern Student Union.”*
- *Anahi went over what other Student Centers/Unions had:*
 - *Pool Tables that have their Student Union Logos*
 - *E-sports*
 - *Anahi said there was one campus that had an E-sports center surrounded by glass windows in which students will circle and view the game through the windows.*
 - *Anahi said that E-sports will be implemented at Monterey at their Otter Student Union. Anahi stated they are starting to build the room putting it together.*
 - *Recycling competition machines*
 - *Anahi stated that different student organizations could register on the machine, and they would recycle their material and it would be a competition. Anahi explained that the machine keeps track of the different recyclable material. Anahi further explained that it has become popular among different student organizations.*
 - *Picnic Baskets*
 - *Anahi stated that the school that offers the service of picnic baskets did not believe it would be popular, but it is one of their most used services at their Student Union.*
- *Cesar G. began to go over “Education Block: Memorable Marketing.”*
- *Cesar G. stated that his main takeaways from the education block were to research audience needs, demographics, interests, and add value.*
- *Cesar G. stated that some ways to put those to use are to tell a compelling story, evoke emotions (laugh or tears), word of mouth, using student language for strong connection, consistent visuals, and tone.*
- *Cesar G. stated to communicate key benefits such as emotional or functional.*
- *Cesar G. further stated that timing is important. Cesar G. explained that knowing the audience’s current situation, knowing that some things may be sensitive at moments, and to avoid negative trigger words.*
- *Cesar G. stated to encourage a call to action (what are you asking the audience to do) such as a poll, survey, invite, a dare, or have something that builds suspense.*
- *Anahi began to go over “Meeting Other Leaders.”*
- *Anahi stated that it was interesting to meet other student leaders from other campuses.*
- *Anahi said there was a big difference in the structure of other campuses compared to the University Student Center at Stanislaus State.*

- *Anahi explained that it was interesting to learn how other school's ASI (AS) & SC (USU) function together.*
- *Anahi explained that most campuses' ASI oversee their SC while at the University Student Center at Stanislaus State ASI & SC are functionally merged and work together.*
- *Anahi began to go over "Education Block: Networking Session."*
- *Anahi explained that this educational session was an opportunity to talk with students and gather ideas that other campuses have seen success in.*
- *Anahi explained that the range of topics ranged from services, facilities, programs, and Building Management.*
- *Ellen began to present "Education Block: Student Interview Practices."*
- *Ellen stated she learned about different types of interviews such as phone interviews and group interviews.*
- *Ellen said at the educational session she passed out a welcome sheet showing the job description. Ellen stated that the purpose of this is that it helps the interviewee know what they are getting into.*
- *Ellen stated there were also Double Interview Questions and Unique Application Questions which help to learn more about the interviewee.*
- *Ellen stated they learned about group interviews and how to conduct them. Ellen further stated that they learned the benefits of group interviews such finding unique qualities and how well people work together as a team.*
- *Ellen began to go over "Education Block: Maintaining Wellness while Supporting Students."*
- *Ellen stated that at this session, they learned about different ways to respect and support one another.*
- *Ellen stated that her main takeaways from this session were:*
 - o *One mic, one voice*
 - o *Be welcoming and inclusive to others*
 - o *Treat others with respect*
 - o *Open and honest communication*
 - o *Listen for curiosity, not judgement*
 - o *Be mindful of people's identities and lived experiences*
 - o *Active listening*
- *Anahi asked Selena for any input she had attended the conference.*
- *Selena said she wanted to network networking while attending the conference.*
- *Selena stated that one of the educational sessions was regarding how to organize your day and picking what is important out of your day that needs to be completed.*
- *Selena further stated that one of the other educational sessions she attended was one where participants sat in a circle and passed around a ball. Selena explained that when the ball has been passed to you, you explain your "Weather" & "Blue Sky Moment" in which you describe what you are feeling at the moment and describing it as a weather such "rain," "sunny," "cloudy," etc. and describing what has been a positive thing within the last week or so.*
- *Anahi said it was a very good experience meeting other student leaders and seeing how Monterey Bay functions in their Student Union.*

- *Ellen stated she found it interesting how other schools show their own school spirit and interact with others.*

VI. Action Items

a. Approval of the 2022 – 2023 University Student Center Form 990 (Dennette Dores, Auxiliary Accounting Manager) Time Certain 3:35 p.m.

- *Motion to approve by Selena, second by Jordyn.*
- *Bobby LaCour thanked the board for allowing him to present the 2022 – 2023 University Student Center Form 990.*
- *Bobby LaCour stated that the purpose of this document is that it is public and is the core piece of financial reporting that most people get and understand.*
- *Bobby LaCour stated that from a big picture perspective, Form 990 is composed of 12 distinct parts.*
- *Bobby LaCour stated that all non-profit organizations must complete Form 990. Bobby LaCour further explained that additionally, there are 16 different potential supplemental schedules which need to be completed as well when they are applicable. Bobby LaCour stated that not all 16 potential supplemental schedules are applicable and will go into which of the 16 potential supplemental schedules are applicable to the University Student Center.*
- *Bobby LaCour stated that the Form 990 requires reporting of the University Student Center's mission, of the purpose, other activities throughout the course of the year, the governance within the organization, the compliance with specific federal tax filing, and compensation that is provided to certain individuals within the organization.*
- *Bobby LaCour then stated to the board he will be going over the core 12 parts of Form 990.*
- *Bobby LaCour asked if at any point anyone questions have, to interrupt him.*
- *Bobby LaCour began to go over the first page of Form 990.*
- *Bobby LaCour stated that the first page covers parts I and II. Bobby LaCour further explained that Part I is the snapshot page that holds the key information both financial and otherwise regarding the University Student Center; it is the summary. Bobby LaCour then explained that Part II is the Signature Block and that this part of Form 990 needs to be signed both by Cesar Rumayor and Aldrich CPAS and Advisors.*
- *Bobby LaCour then goes onto the next page, Part III, and said it lists the University Student Center's major programs, mission statement, and most significant accomplishments during the year. Bobby LaCour further stated that it identifies the University Student Center's expenses of \$1.8 million, grants of \$10,000, and revenue of \$6 million earned during the year. Bobby LaCour explained that this is one area where one can look at overarching activities during the year.*
- *Bobby LaCour began to go over Part IV.*
- *Bobby LaCour explained during this part, they go through the process of identifying what are the required schedules that need to be included within the core Form 990. Bobby LaCour further stated that this part is effectively a checklist of all those specific schedules. Bobby LaCour elaborated that as one*

goes through Part IV, it indicates whether there are any activities of the organization that require additional information to be disclosed. Bobby LaCour further elaborated that the University Student Center did not have any significant changes from last year and anything that is checked “Yes,” will require an additional supplemental schedule.

- *Bobby LaCour began to over Part V.*
- *Bobby LaCour stated that Part V is a specific IRS required checklist.*
- *Bobby LaCour explained that Part V is “Statements Regarding Other IRS Filings and Tax Compliance.”*
- *Bobby LaCour explained that Part V is where the IRS requires for the University Student Center to file specific information, not just the Form 990, but to also file information about the employees and vendors that the University Student Center has during the course of the year and whether or not specific forms related both to payroll and to vendors have been filed in a timely manner. Bobby LaCour stated that the University Student Center is reporting timely.*
- *Bobby LaCour began to go over Part VI, “Governance, Management, and Disclosure.*
- *Bobby LaCour stated that in regards to “Governance, Management, and Disclosure,” it is important to note that none of the policies or procedures referenced are technically required by the Internal Revenue Code or any other additional regulations but that it is considered to be best practice for an accepted organization and some regulating bodies, granting agencies, and government organizations frown upon those organizations that don’t have some, if not all of these items under governing body and management.*
- *Bobby LaCour further stated that the University Student Center’s specific policies can be referenced to Section B, but Section A is the governing body, and it talks about what and who are the voting members of the University Student Center.*
- *Bobby LaCour continued explaining that as part of governance and/or management, it also provides information about independent versus non-independent board members as well as the process of reviewing Form 990 at the board. Bobby LaCour stated that at this meeting, it helps to allow to be able to check “Yes” to the fact that the University Student Center is reviewing Form 990.*
- *Bobby LaCour said there are 25 voting members of the board and 7 of which are not independent. Bobby LaCour continued stating that it discloses timely documentation of board and committee meetings.*
- *Bobby LaCour explained that Section B discloses the policies recommended by the IRS and they are in place.*
- *Bobby LaCour continued to explain Section C, stating it discloses how Form 990 is available for public inspection. Bobby LaCour then stated that the University Student Center’s Form 990 is publicly available upon request.*
- *Dr. Edward Erickson interjects stating that he is technically half-time employed, not full-time.*
- *Bobby LaCour stated to keep in mind that this was what was in place during the year ended June 30th, 2023. Bobby LaCour then asked Dr. Edward Erikson if that was accurate then as well.*
- *Dr. Edward Erickson stated no.*

- Cesar R. interjects asking Dr. Edward Erickson if he was half-time last fiscal year.
- Dr. Edward Erickson responded yes.
- Bobby LaCour said he would note that, and Cesar R. said he would pass the information to Dennette Dolres, the Auxiliary Accounting Manager.
- Bobby LaCour stated that Form 990 is all the University Student Center's current and former trustees, directors, officers, or key employees. Bobby LaCour continued stating that they identify not just who they are, the total hours that they serve, but the total compensation paid during the year, and it is really based on the highest compensated to the lowest compensated individuals that are included.
- Bobby LaCour began to go over parts VIII and IX.
- Bobby LaCour stated parts VIII and IX are similar. Bobby LaCour stated that it is a detail of revenue and expenses.
- Bobby LaCour explained that Part VIII is the University Student Center's revenue and Part IX is the University Student Center's expenses.
- Bobby LaCour continued explaining that this is annual information that is provided in which they take the same information that is included in the audited financial statement. They bring that information into this schedule, into both parts VIII and IX. Bobby LaCour explained that it is part of the reason the process takes a little bit of time, as they must make sure they get the audit correct and that information flows into both parts VIII and IX.
- Bobby LaCour then explained from a reporting perspective, when looking at the expenses, there is the reminder that they are presenting in three different buckets program services expenses, general administrative, and fundraising.
- Bobby LaCour stated that one thing they look at and pay attention to is the allocation of expenses between program services, management and general, and fundraising. Bobby LaCour continued stating that it was in the low 30's in terms of programmatic expenses versus about 67% in the University Student Center's management in general.
- Bobby LaCour then stated that from an expense's perspective, \$1.8 million versus \$3.9 millions of expenses.
- Bobby LaCour stated that the percentage is consistent with the prior year and the percentage is higher from management and general compared to program services due to the allocation of campus specific reimbursements being allocated to management and general versus being allocated directly to program and services.
- Bobby LaCour began to go over parts X and XI.
- Bobby LaCour stated parts X and XI are the balance sheet and other financial information.
- Bobby LaCour explained that the balance sheet is in alignment with what is presented and audited financial statements and disclosures about the organization conducted in the independent audit which is included in Part XI. Bobby LaCour continued explaining that they also identify if there is any difference between what was reported in the audited financial statement and in the tax return.
- Bobby LaCour stated that that takes the board through the core Form 990.

- Bobby LaCour explained that the remaining parts are the supplemental schedules.
- Bobby LaCour explained that in Section IV is the required schedule checklist. Bobby LaCour continued explaining that there were a couple of items that were checked “Yes” and as a result, there are 7 schedules that need to be included in the University Student Center’s core Form 990.
- Bobby LaCour explained that Schedule A is a Public Charity Status, and it is required as a 501(c)(3) organization to report its annual public support percentage. Bobby LaCour stated that it is asking “do you get your revenue most from one specific donor or are you getting it from a wide variety of different revenue sources?”
- Bobby LaCour stated that the University Student Center does not receive many contributions that come in, so this schedule is not as applicable but is still required to be included as the University Student Center does occasionally receive contributions.
- Bobby LaCour explained that Schedule D represents a schedule of supplemental financial information. Bobby LaCour continued explaining that the additional information required to report on financial position for the year would agree to the audited financial statement. Bobby LaCour further explained that anytime there is a difference, even if it is minor, as was the case for the University Student Center, it is required to be included.
- Bobby LaCour explained that Schedule I is related to grants and other assistance to organizations or individuals. Bobby LaCour explained that when you make grants to other organizations, you are required to disclose that information. Bobby LaCour stated that the University Student Center gave the Warrior Food Pantry a \$10,000 grant.
- Bobby LaCour explained that Schedule J is about compensation information. Bobby LaCour explained that the individuals that have compensation of more than \$150,000, whether that is their pay, payroll, paid time off, or any other type of compensation they may receive, get documented and identified.
- Bobby LaCour explained that Schedule K is about tax exempt bonds. Bobby LaCour explained that this was a part of the transaction that happened last year but is the detailed reporting of some of the information when the bookstore was purchased.
- Bobby LaCour explained that Schedule O is supplemental information that allows the organization to provide additional context that someone may not know or understand. Bobby LaCour stated that this schedule is meant to support the core Form 990.
- Bobby LaCour explained that the last schedule included in the University Student Center’s Form 990 is Schedule R. Bobby LaCour stated that Schedule R is the schedule of related organizations. Bobby LaCour stated that a list of significant transactions under Part V that occurred between the University Student Center and Stanislaus State, the campus in it of itself, and the dollar amounts that were transacted between the two parties.
- Bobby LaCour concluded that it is the University Student Center’s Form 990.
- Bobby LaCour then asked the board if they had any questions.

- *No further discussion or questions.*
- *Motion passes 13-0-0.*

VII. Discussion - none

VIII. Reports

a. SC Board of Directors - none

b. ASI Representative, Miranda Gonzalez

- *Miranda explained that the ASI Board of Directors passed the ASI Fee Increase Proposal and will then be moving onto the next step to receive approval from the SFAC (Student Fee Advisory Committee).*
- *Miranda said Parking will be coming to the next ASI Board of Directors Meeting to talk about the Parking Resolution and the results of the transportation survey sent out in October.*
- *Miranda stated that on Tuesday, the ASI President will be presenting U-Hour to the Academic Senate.*

c. SC Vice Chair of Finance, Cesar Gonzalez Quiroz – none

d. SC Vice Chair, Ellen Teung-Ouk

- *Ellen stated she is currently working with Arianna and Maria on Winter Retreat.*
- *Ellen stated that Maria sent out an email for Winter Retreat a couple of weeks ago and to RSVP if you have not done so already.*
- *Ellen explained she is currently working with Marketing on the Suggestion Board and is almost finished with it.*
- *Ellen stated she has bought the board games for the Service Desk but will not be out until Spring semester along with the scantrons.*
- *Ellen stated that the first Policy Committee is today and will be following soon after the SC Board of Directors meeting at 5:15 p.m.*

e. SC Chair, Anahi Lopez

- *Anahi reminded the board that there will be an SC Board of Directors meeting next Thursday, December 7th.*
- *Anahi wishes everyone luck on their finals.*
- *Anahi reminded the board that there is a “Live at the Grill” event happening at the Warrior Grill and encourages everyone to go if they can.*

f. ASI Leadership Manager, Katie Rotan - none

g. SC Executive Director, Cesar Rumayor

- *Cesar R. explained that he along with Josh and Jocelyn also attended the ACUI Conference.*
- *Cesar R. shared his appreciation for attending the conference as it is beneficial for students and professional staff.*

- *Cesar R. stated attending is a unique opportunity to not only get gain from CSU schools but also UC schools and having conversations with people from Arizona and Hawaii.*
- *Cesar R. stated that they have been talking about expanding and funding to go to the national level, which is where you get to see all the colleges not just from the United States but other countries. Cesar R. said it can hopefully be put in the budget, not next semester but in the future.*
- *Cesar R. stated they presented a Staff Restructuring to the Human Resources Committee that was approved and will be bringing those items to the next SC Board of Directors meeting for board approval.*
- *Cesar R. explained that there have been conversations with the Operations team about looking for hours to keep the building open for Spring 2024 semester and are looking into foot traffic, the number of reservations, how many people are using the Warrior Grill, what is the impact to the custodial team, etc. Cesar R. stated that this is something that will be discussed at the Facilities Committee and hopefully bring a conversation or action items to the board level.*

IX. Announcements - none

X. Adjournment

- *Motion to adjourn by Selena, second by Kelly.*
- *Motion passes 13-0-0 at 4:27 p.m.*

Minutes were approved at a regularly scheduled meeting held on December 7, 2023.

Anahi Lopez

Anahi Lopez (Dec 12, 2023 11:27 PST)

Anahi Lopez, Chair