



California State University, Stanislaus
UNIVERSITY STUDENT CENTER
BOARD OF DIRECTORS

Minutes

Thursday, December 7th, 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, Adana Maldonado, Miranda Gonzalez, Dr. Edward Erickson
- Absent:** Dr. Heather Dunn Carlton, Rose McAuliffe, Alice Pollard, Gary Potter
- Guest:** Regan Linderman (Representing Rose McAuliffe), Scott Schorn
- b. **Points report** - *none*
- II. Approval of Agenda for Thursday, December 7th, 2023**
- *Motion to approve the agenda was made and seconded.*
 - *Motion to approve by Selena, second by Jordyn.*
 - *Motion passes 12-0-0.*
- III. Approval of Minutes for Thursday, November 30th, 2023**
- *Motion to approve the minutes was made and seconded.*
 - *Motion to approve by Selena, second by Kamila.*
 - *Motion passes 12-0-0.*
- IV. Open Forum (public comment) – none**
- V. Presentation**
- a. **University Student Center Renovation – Phase I (Presented by Anahi Lopez, SC Board Chair)**
- *Anahi explained this presentation's purpose is to update the board on what is happening with the expansion project. Anahi stated that there have been a few changes but that they will all be explained in the presentation.*
 - *Anahi stated that the proposal aims to seek approval to renovate the warrior lawn, warrior square, warrior way, and warrior grill walkway area of the University Student Center.*
 - *Anahi then said the purpose is that the University Student Center strives to provide quality facilities to the students at Stanislaus State. Anahi continued, as*

the University Student Center monitors daily operations and usage of facilities, it recognizes that renovations and/or additions may be needed to ensure spaces meet student needs. Anahi further explained that these renovations will allow the University Student Center to utilize the space more efficiently and bring students to the hub of campus life.

- *Anahi then presented an image to let the board know of the names of places such as “Warrior Square,” “Warrior Lawn,” and Warrior Grill Walkway.”*
- *Anahi explained that at the “Warrior Square,” Warrior Wednesday events have been hosted, the space in front and near Starbucks.*
- *Anahi began presenting on the Warrior Lawn & Warrior Grill Walkway.*
- *Anahi explained that the renovations being made to the Warrior Lawn and Warrior Grill Walkway will include leveling out the existing sloped lawn located at the northwest side of the University Student Center.*
- *Anahi continued, adding additional concrete areas at Warrior Grill Walkway for tabling, along with additional lighting and power, as well as adding sound and lighting at the outdoor stage.*
- *Anahi further explained that an exterior signage will be installed to read Stan State with Shield (can be illuminated). This will be resembling the San Bernadino campus.*
- *Anahi then said a 12’ x 12’ storage building will be added to hold equipment used on the Warrior Lawn.*
- *Anahi then stated she will be presenting a mock image of what the renovations will look like at the end of the presentation.*
- *Anahi then began to go over the Warrior Way.*
- *Anahi explained that the renovations to Warrior Way will be removing or relocating the bike rack on the building’s north side, between Warrior Lawn and the Starbucks patio, and adding more concrete.*
- *Anahi began to go over Starbucks Outdoor Seating.*
- *Anahi stated that the renovations being done to the Starbucks Outdoor Seating will include installing patio covering for Starbucks outdoor seating – shade canopy acceptable. Anahi further explained that new furniture for Starbucks patio will be added. Anahi also stated that a Landscape Forms Carousel series is to be considered.*
- *Anahi then began to go over the Student Org Booths. Anahi explained that this was one of the changes that needed to be updated the board on. Anahi further explained that originally, the student organization booths were supposed to be located on Warrior Way, however over the summer it was found out that the fire lane had increased a few feet and due to that, the student organization booths cannot be located on Warrior Way. Anahi continued stating that they will still provide 18 student organization booths but that they will need to look into policies and procedures.*
- *Anahi presents both a Before and After picture to demonstrate to the board how renovations will look like in the end.*
- *Anahi was asked when it will be completed by.*
- *Cesar R. stated at the current stage, they are trying to get an estimate of the scope of work. Cesar R. explained that Scott Schorn, the Assistant Director of*

Operations recommended that they hire an architect to help guide the conversation versus doing one project after another. Cesar R. stated that they are still waiting on quotes, but that a first quote was given but was not favorable as it was more expensive than expected, but that they are working with the University to get additional quotes and bring those to the board and that company will go out and figure things out and provide a project.

- *Dr. Edward Erickson asked if any of these projects need to be approved by the Chancellor's office.*
- *Cesar R. answered by stating that these projects do not need to be approved by the Chancellor's office but through the Fire Marshall process.*
- *No further questions or discussion.*

VI. Action Items

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

- *Motion to approve by Miranda, second by Selena.*
- *Anahi explained that there are some changes that will be proposed for the upcoming semester in the Operations Department.*
- *Anahi explained that this position specifically, is a position for Lyzz Guzman and will be changing the status from coordinator to supervisor. Anahi further explained that it will come with a raise along with additional duties and responsibilities.*
- *Motion passes 12-0-0.*

b. Approval of the SC Facility and Event Services Coordinator Job Description and Classification

- *Motion to approve by Kamila, second by Selena.*
- *Anahi explained that this position is similar to the previous action item in which, the person for this position will going from "assistant" to "coordinator." Anahi further explained that this role will go from "assisting" on projects to "coordinating" projects. Anahi stated this will also come with a raise and additional duties and responsibilities.*
- *Motion passes 12-0-0.*

c. Approval of the SC Facility and Event Services Assistant Job Description and Classification

- *Motion to approve by Jordyn, second by Selena.*
- *Anahi said they do not have this position but will be an addition to the team and able to assist in the mornings.*
- *Anahi explained that this position could also help with weekend events and different things like that.*
- *Motion passes 12-0-0.*

d. Approval of the SC Programs Coordinator Job Description and Classification

- *Motion to approve by Selena, second by Ellen.*

- *Anahi explained that this position is similar to the one before in which the person will be going from the title of “Assistant” to “Coordinator.” Anahi further explained the reasoning behind it is so they can “coordinate” events rather than “assisting.”*

- *Motion passes 12-0-0.*

e. Approval of the Revised ASI & SC Profession Staff Classification Table

- *Motion to approve by Selena, second by Miranda.*
- *Anahi gave background information to board stating that there has been a lot of changes being suggested it is because they are showing appreciation to the current staff and all the work that they do by changing titles and allowing for growth in the company.*
- *Anahi explained that the highlighted portions are the SC Facilities and Events Supervisor, ASI Marketing Supervisor, SC Facilities and Events Coordinator I, SC Programs Coordinator I, and ASI Digital Marketing Coordinator I.*
- *Motion passes 12-0-0.*

f. Approval of the Revised ASI & SC Student Staff Classification Table

- *Motion to approve by Ellen, second by Kamila.*
- *Anahi explained that minimum wage is going up and ASI & SC typically likes to stay at least \$1.00 above the minimum wage, and with minimum wage increasing next year, a revision has been made to the salary of student staff.*
- *Motion passes 9-0-3.*

g. Approval of the Revised ASI & SC Employee Reimbursement for Job Specific Purchases Policy and Procedures

- *Motion to approve Ellen, second by Selena.*
- *Ellen stated that the purpose of this policy is that it authorizes the ASI & SC Executive Director to approve employee reimbursement for the purchase of items required to perform their job functions when said items are approved in advance and purchased with personal funds.*
- *Ellen further stated the ASI & SC Executive Director, or their designee may authorize reimbursements to employees who have purchased work items with personal funds when the purchase was approved in advance and required to fulfill job duties.*
- *Ellen continued stating that ASI & SC will reimburse the Building Operations Supervisor and Custodial Services Coordinator for the purchase of approved work pants up to \$125 per fiscal year, as well as footwear. Ellen stated for example, if an employee needs new pants or shoes that are work related, they will go ahead and purchase that item with their personal funds, and they would then be reimbursed up to \$125 for pants as well as shoes.*
- *Ellen further continued stating that ASI & SC may reimburse employees for the purchase of clothing that has been preapproved by their immediate supervisor and ASI & SC Executive Director or their designee. Ellen further stated that reimbursed clothing must be necessary for the employee to perform their job duties as defined by the organization's need.*

- *Ellen stated that the demonstrated need for reimbursement must fall into one or more of the following categories: Job Performance, Safety, Uniformity, and corporate representation.*
- *Ellen further stated ASI & SC will reimburse employees for the purchase of equipment that has been preapproved by their supervisor and the ASI & SC Executive Director or their designee. Ellen continued reimbursed equipment must be necessary for the employee to perform their job duties as defined by the organization's need.*
- *Ellen further continued that the demonstrated need for reimbursement must fall into one or more of the following categories: Job performance, Safety, and Communication.*
- *Ellen stated that, when possible, business purchases are to be made using the established ASI & SC purchasing process and paid for by a business check or ASI or SC Visa. Ellen further stated that using personal funds to make a business purchase should only be done in extenuating and rare circumstances when immediate needs cannot be accommodated by normal business practice.*
- *Ellen continued stating that approval of the employee's direct supervisor is required prior to using personal funds for which the employee will be requesting reimbursement; however, if the employee does not obtain their supervisor's approval prior to using personal funds, their request for reimbursement will be denied.*
- *Ellen continued stating that making business purchases using personal funds does not eliminate the requirement of obtaining prior approval for the purchase, through a signed Purchase Request Form before the purchase.*
- *Ellen further continued stating that per campus policy, employees cannot be reimbursed when purchase is made through personal Amazon.com, AmazonMarketplace.com, etc.*
- *Ellen then stated that if employee ends employment with the ASI or SC within 180 days of receiving an equipment reimbursement, employee must reimburse the ASI or SC the original reimbursement amount or turn in the equipment to ASI or SC.*
- *Regan Linderman asked that since the "cell phone" section had been crossed out, that by labeling it "Equipment," it is being more inclusive to other types of equipment.*
- *Cesar R. stated that the cell phone section is specific in that it has its own policy.*
- *Motion passes 12-0-0.*

VII. Discussion – none

VIII. Reports

a. SC Board of Directors – no report

b. ASI Representative, Miranda Gonzalez

- *Miranda updated the board on the ASI Fee Increase Proposal.*
- *Miranda said the proposal was sent to SFAC (Student Fee Advisory Committee).*

- *Miranda stated that the ASI President presented “U-Hour” to Academic Senate on Tuesday.*
- c. SC Vice Chair of Finance, Cesar Gonzalez Quiroz – no report**
- d. SC Vice Chair, Ellen Teung-Ouk**
- *Ellen stated she is currently working with Arianna to finish Winter Retreat plans.*
 - *Ellen stated everyone RSVP'd for the ASI & SC Winter Retreat and thanks the board.*
 - *Ellen then stated she is working on purchasing the phone and laptop chargers for the service desk for Spring semester.*
- e. SC Chair, Anahi Lopez**
- *Anahi reminded the board that tomorrow, Friday, December 8th is the ASI & SC Holiday Dinner from 5:30 – 7:30 p.m.*
 - *Anahi then reminded the board of the dates for ASI & SC Winter Retreat, Tuesday, January 16th and Wednesday, January 17th. Anahi then stated that the deadline to RSVP is Friday, December 8th.*
 - *Anahi further continued stating that Birthday Bash will be on January 31st. Anahi added that she sent an updated calendar with the times.*
 - *Anahi then updated the board that the Pancake Breakfast had been moved from Friday, January 26th to Monday, January 29th.*
 - *Anahi then stated that for those that sit on the SC Facilities Committee, that it will be cancelled next week so there is enough time to work on finals and for those that will be going back home.*
 - *Anahi wishes good luck to the board on their finals.*
- f. ASI Leadership Manager, Katie Rotan – no report**
- g. SC Executive Director, Cesar Rumayor**
- *Cesar R. thanks the board on behalf of the Operations team for approving the job positions.*
 - *Cesar R. stated that the reason behind needing more positions is because the demand is increasing. Cesar R. stated that this will not be the end of it, as they hope to build the team more.*
 - *Cesar R. stated the “Warrior Steps” signage is in and hopes that everyone has had the chance to see it.*
 - *Cesar R. then stated that Katie Rotan has had her baby and that she and her family are doing well.*
 - *Cesar R. stated that the Stockton Campus has sent an official request to add TV and cabling at the Stockton Campus. Cesar R. further stated that the team is currently working on proposals to bring to the board.*
 - *Cesar R. stated to the board that the Ethnic Studies Department had requested to co-sponsor/collaborate on a Black Voices Matter event. Cesar R. stated that they respectfully declined not based on concept or collaboration, just based that there is no line item in the budget to sponsor this event. Cesar R. stated that the email*

sent to him after declining felt aggressive and attacked his character as well as the character of the University Student Center. Cesar R. stated that if anyone on the board hears about anything, that they are currently following up with the department chair to find a solution. Cesar R. stated that the question then becomes why the University Student Center fund Indigenous People's Day but will not fund Black Voices Matter. However, Cesar R. wants to educate people that budget takes a process and there is a line item for Indigenous People's Day and there is no other line item for any other cultural event.

- *Cesar R. then wishes everyone good luck on finals.*

IX. Announcements - none

X. Adjournment

- *Motion to approve by Ellen, second by Selena.*
- *Motion passes 12-0-0 at 3:53 p.m.*

Minutes were approved at a regularly scheduled meeting held on February 8, 2024.

Anahi Lopez
Anahi Lopez (Feb 13, 2024 09:28 PST)
Anahi Lopez, Chair