



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

Minutes

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Thursday, April 11<sup>th</sup>, 2024  
3:30pm

University Student Center – Board Conference Room (SC 102)

- I. **Call to Order** – Meeting called to order at 3:30pm
  - a. **Roll Call:** Ellen Teung-Ouk, Cesar Gonzalez Quiroz, Jordyn Piro, Selena Mariscal, Erik Jimenez, Kamila Moreno, Adan Maldonado, Miranda Gonzalez, Dr. Edward Erickson, Dr. Heather Dunn Carlton, Gary Potter  
  
**Absent:** Anahi Lopez, Rose McAuliffe, Alice Pollard  
  
**Guest:** Miranda Gardea, Lyzz Guzman, Josh Edrington, Scott Schorn, Jelaine Esguerra, Regan Linderman
  - b. **Points report**
    - Erik Jimenez – 3 Pending Points
    - Cesar Gonzalez Quiroz – 3 Permanent Points
- II. **Approval of Agenda for Thursday, April 11<sup>th</sup>, 2024**
  - Motion to approve the agenda was made and seconded.
  - Motion passes 10-0-0.
- III. **Approval of Minutes for Thursday, March 21<sup>st</sup>, 2024**
  - Motion to approve the minutes was made and seconded.
  - Motion passes 11-0-0.
- IV. **Open Forum (public comment) - none**
- V. **Presentation**
  - a. **University Student Center Facility and Event Services – Josh Edrington, SC Facility Services Manager, Lyzz Guzman, Interim SC Facility & Event Services Supervisor and Miranda Gardea, Interim SC Facility & Event Services Coordinator**
    - Josh, Lyzz, and Miranda present themselves and their positions to the Board.
    - Josh explained the structure of SC Facilities & Event Services department where there is the Facilities Services Manager, Facility and Event Services Supervisor, Facility and Event Coordinator, two Conference & Event Services Student Coordinators, and seven Building Student Managers.
    - Miranda then began to go over the reservable spaces the University Student Center offers beginning with the indoor spaces: SC Board Conference Room

(102), SC Leadership Conference Room (103), SC Stanislaus Conference Room (105), SC Valley Multi-Use Room A & B, SC Gold Conference Room (203), SC Red Conference Room (204), Warrior Steps, Warrior Grill, Lobby Tabling Front and Back (New), and Event Center.

- Miranda then went over the outdoor reservable locations that the University Student Center offers: Warrior Square (New), Warrior Lawn (New), Warrior Grill Walkway (New), Shield Lane (New), and Valley Patio.
- Miranda then explained how they collected the data and said the numbers are based on uses, not reservations on 25Live, within the Quarter. Miranda further explained that the uses are determined by the number of times the space was utilized. Miranda added that 2023/2024 Quarter 4 has not occurred yet so there will be no data on 2023/2024 Quarter 4.
- Miranda then elaborated on changes since 2022/2023: New locations, RSO Credit, Department Support, closed on Sundays, and Building Hours.
- Lyzz began to go over the amount of internal room usage by ASI & SC.
- Lyzz stated that in Quarter 1 of 2023 there were 161 room uses and Quarter 1 of 2023/2024 there were 185 room uses.
- Lyzz stated that there were 184 room uses in Quarter 2 of 2022/2023 and 201 room uses in Quarter 1 of 2023/2024.
- Lyzz stated there were 159 room uses in Quarter 3 of 2022/2023 and 214 room uses in Quarter 3.
- Gary Potter asked if there was a reason behind the increase in room usage in 2023/2024 compared to 2022/2023.
- Lyzz responded that since COVID ending, more people have been on campus and as a result, more room usage.
- Lyzz then stated that there were 169 room uses in Quarter 4 of 2022/2023 and that despite there being no data for Quarter 4 of 2023/2024, they projected that the number of rooms uses to be higher.
- Lyzz began to go over the amount of room usage by Registered Student Organizations.
- Lyzz stated that there were 30 room uses in Quarter 1 of 2022/2023 and 64 room uses in Quarter 1 of 2023/2024.
- Lyzz stated that there were 78 room uses in Quarter 2 of 2022/2023 and 114 room uses in Quarter 2 of 2023/2024.
- Lyzz stated that there were 86 room uses in Quarter 3 of 2022/2023 and 78 room uses in Quarter 3 of 2023/2024.
- Lyzz added that there will be a drop in Quarter 3 as January is a part of Quarter 3 and there is not much activity occurring in that month.
- Lyzz added that there were 71 room uses in Quarter 4 of 2022/2023 and despite there being no data for Quarter 4 of 2023/2024, they projected that the number of rooms uses to be higher.
- Miranda explained that Lyzz oversees internal room reservations such as ASI & SC and Recognized Student Organizations room reservations while, she oversees University Department and third-party room reservations.
- Miranda then went over the amount of room usage by University Departments.
- Miranda stated that there were 68 room uses in Quarter 1 of 2022/2023 and 97 in Quarter 1 of 2023/2024.

- *Miranda stated that there were 68 room uses in Quarter 2 of 2022/2023 and 97 in Quarter 2 of 2023/2024.*
- *Miranda stated that there were 63 room uses in Quarter 3 of 2022/2023 and 101 in Quarter 3 of 2023/2024.*
- *Miranda then stated that there were 99 room uses in Quarter 4 of 2022/2023 and despite there being no data for Quarter 4 of 2023/2024, they projected that the number of rooms uses to be higher.*
- *Miranda then goes over the amount of room usage by Commercial/Private organizations.*
- *Miranda stated that there were 0 room uses in 2022/2023 and 3 in Quarter 1 of 2023/2024.*
- *Miranda stated that there were 0 room uses in Quarter 2 of 2022/2023 and 7 in Quarter 2 of 2023/2024.*
- *Miranda stated that there was 1 room use in Quarter 3 of 2022/2023 and 2 in Quarter 3 of 2023/2024.*
- *Miranda then stated that there have been no room reservations or uses by Commerical/Private organizations Quarter 4 of 2022/2023 and data from Quarter 4 of 2023/2024 has not been collected yet.*
- *Josh said the final two slides summarize everything discussed regarding the 2022/2023 and 2023/2022 fiscal years.*
- *Josh stated that the total revenue of 2022/2023 was \$64,445 and in 2023/2024 it is \$103,291. Josh added that the total revenue for 2023/2024 contains only from Quarter 1 to Quarter 3 and is projected to be higher with Quarter 4.*
- *Questions were asked and answered.*
- *Josh stated then went over the total uses of rooms from the fiscal years of 2022/2023 and 2023/2024.*
- *Josh stated that the total room usage for 2022/2023 was 1,237 and the total room usage for 2023/2024 was 1,163 but is projected to be higher once data from Quarter 4 is collected.*
- *Lyz added that the total revenue also includes RSO Credit.*
- *No further questions or discussion.*
- *Presentation is concluded.*

## **VI. Action Items**

### **a. Approval of the SC Stockton Campus Programs and Services Supervisor II Job Description and Classification**

- *Motion to approve was made and seconded.*
- *Ellen stated that this position was previously a “coordinator” position but will be changed to a “supervisor’ position.*
- *Heather Dun Carlton asked what the intent is behind changing the positions from a “coordinator” to “supervisor.”*
- *Cesar R. responded stating that this change is part of the ASI & SC professional staff restructuring. Cesar R. added that this staff position is on their own at the Stockton Campus despite having colleagues on the Student Affairs side of the University at the Stockton Campus, as coordinator, they do not hold the authority to make certain decisions so by changing the position to a “supervisor,” they can*

*make those decisions without having to constantly seek approval from their supervisor(s) at the Turlock campus.*

- *Cesar R. added that with becoming supervisor, there will be additional responsibilities and duties such as when it comes to room reservations at the Stockton Campus, the SC Stockton Campus Programs and Services Supervisor II has the authority to approve these requests effective July 1<sup>st</sup> once a reservation policy is set for the Stockton Campus.*
- *No further discussion or questions.*
- *Motion passes 11-0-0.*

**b. Approval of the Revised ASI & SC Professional Staff Position Title & Salary Range Table**

- *Motion to approve was made and seconded.*
- *Ellen stated that the proposed salary range for the SC Stockton Campus Programs and Services Supervisor II is \$60,300 - \$85,908.*
- *Ellen then stated that the proposed salary range for the ASI Student Government Supervisor is \$53,539 - \$81,843.*
- *Ellen then stated that there will be a Professional Staff Position title change to SC Executive Coordinator.*
- *Ellen then stated that the ASI Administrative Coordinator II will have a proposed salary of \$48,339 - \$78, 313.*
- *No further questions or discussion.*
- *Motion passes 11-0-0.*

**c. Approval of the Revised ASI & SC 2024/2025 Student Staff Classification Table**

- *Motion to approve was made and seconded.*
- *Ellen stated that 4 positions have been added or changed to the classification table.*
- *Ellen stated that in Classification I, the SC Special Project Student Assistant has been added.*
- *Ellen then went onto Classification II.*
- *Ellen then went on to explain that there has been a title change to previously known as ASI Campus Pride Student Coordinator and is now ASI Campus Spirit and Traditions Student Coordinator.*
- *Ellen then explained that there has been a title change to the now SC Reservations Student Coordinator.*
- *Ellen further continued explaining that in Classification V, the ASI Stockton Campus Graduate Assistant has been added.*
- *Cesar R. added the goal is not bring this classification table back again, but they are keeping an eye on student assistants from the state side that have joined the labor group and keeping an eye on what the negotiations will take place and what they look like.*
- *No further discussion or questions.*
- *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 Student Government team has been focusing on the Fee Referendum.*
- *Miranda also gave a friendly reminder to the Board to vote if they have not done so already.*

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

- *Cesar G. stated that he has been working on SC Budget for next year and will present it to the Board at the next SC Board of Directors Meeting and explain any major changes and answer any questions.*

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

- *Ellen stated that she and Jelaine have been tabling for Grad Fair the past 3 days to promote the Graduating Class 2024 Legacy Donation Gift.*
- *Ellen then stated that to those that are graduating and are interested in donating, they can do so with \$20.24 and will be giving them a flyer with the QR code to donation site.*
- *Ellen then reminded the student directors that sit on the Policy Committee, that there will be a Policy Committee Meeting next week at 5pm.*

### e. SC Chair, Anahi Lopez

- *Ellen speaks on Anahi's behalf.*
- *Ellen stated that SC Board of Directors Applications are due next Thursday.*
- *Ellen then stated that Student Center Art Showcase participation forms are due next Thursday and to keep promoting it.*
- *Ellen then stated to the Board to keep an eye out for RSVPs as more information regarding End of the Year events will be sent out in the coming weeks.*
- *Ellen further continued stating that the SC Facilities Committee Meeting next week has been cancelled and will be rescheduled to April 25<sup>th</sup> following the SC Board of Directors Meeting.*

### f. ASI Leadership Manager, Katie Rotan - none

### g. SC Executive Director, Cesar Rumayor

- *Cesar R. said there was an extra TV screen they installed onto the wall of the Warrior Grill to serve as Digital Signage over Spring Break and told the Board to check it out after the Board meeting.*
- *Cesar R. stated that it has been a goal to have music streaming inside the building, so Scott Schorn and his team have been working on purchasing subscriptions legally to stream music throughout the building, including the restrooms as they will be adding speakers to them. Cesar R. added that they hope to have this project completed by summertime.*

- *Cesar R. stated that despite the brick purchases being finished and closed, there have been people requesting to purchase bricks in the past few days as the bricks are being installed. Cesar R. added that they are working with them and their purchases and stated that this will be the last installment of bricks.*
- *Cesar R. further stated that those that have purchased a brick in the last round, it has been installed and they will receive an email about its installment.*
- *Cesar R. stated that an Interim Special Projects Manager has been hired and will begin next Monday, April 15<sup>th</sup>.*
- *Cesar R. then stated that Katie will return next Tuesday, April 16<sup>th</sup>.*
- *Cesar R. then added that for post-commencement ceremonies, they are not only taking the lead on the graduating class donation campaign but also providing biodegradable confetti poppers to the first 400 students.*
- *Cesar R. then added that for post commencement, the team is working on adding decor for photo opportunities and identifying staff to take photos for graduates and their guests.*
- *Cesar R. reminded the Board to vote if they had not done so already.*

**IX. Announcements - none**

**X. Adjournment**

- *Motion to adjourn was made and seconded.*
- *Motion passes 11-0-0 at 3:55pm.*

Minutes were approved at a regularly scheduled meeting held on April 25, 2024.

*Anahi Lopez*

Anahi Lopez (Apr 30, 2024 14:41 PDT)

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Anahi Lopez, Chair