

OTTER STUDENT UNION AT CSU MONTEREY BAY
ANNUAL BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING MINUTES
WEDNESDAY, APRIL 6, 2022
6:00 PM - 7:00 PM
VIA ZOOM

I. CALL TO ORDER

Time: 6:03pm

II. ROLL CALL

Board Directors

- a. Hamza Saleem, Chair, present
- b. Avalon Surrat, Vice-Chair, present
- c. Andres Mena, Treasurer, present
- d. Smokey Heisey, Secretary, present
- e. Jesus Floriano-Ramirez, absent
- f. Jiya Day, present
- g. Lesly Rocha, absent
- h. Nicole Hollingsworth, Alumni, excused
- i. Dr. Babita Gupta, faculty, present
- j. Chris Illig, Community Representative, present
- k. Dr. John Fraire, VP of Student Affairs, present
- l. Jeff Rensel, OSU Director, present

III. APPROVAL OF AGENDA 04.06.22

M/S - BABITA GUPTA/JEFF RENSEL

Motion passes 9-0-0

IV. APPROVAL OF MINUTES FROM 03.02.22

M/S - JEFF RENSEL/BABITA GUPTA

Motion passes 8-1-0

V. [Bylaws Update](#) - JEFF RENSEL

Exec Board recommendation to update bylaws to align with OSU audit findings as follows:
Article 4.1 Powers

- (c) The Board shall, in collaboration with the OSU Director, develop, review, adopt, and provide oversight of policy, budget, and major transactions of the Otter Student Union. The Board shall review and approve the annual budget for the Otter Student

Union in accordance with university procedures at the Annual Board Meeting. The budget shall be proposed by the Budget Committee as set forth under Section 5.4.

Section 5.4 Budget Committee

The Budget Committee shall be composed of the OSU Director, the Treasurer, the VP of Student Affairs, and the Chief Financial Officer (CFO) or designee. The budget committee shall work to develop a proposed budget for the Otter Student Union for the next fiscal year and shall present the proposed budget to the Board for consideration and approval as defined in Section 4.1. This committee will also consider any other financial matters that may arise and make recommendations to the board.

Babita Gupta inquires about when the annual review would take place. Jeff Rensel explains that the meeting date is TBA but that the review would take place prior to a general board meeting, and policies are continuing to be established for the following years.

John Fraire adds that the budget will be most dependent on enrollment.

M/S - Babita Gupta/Andres Mena

Motion passes 9-0-0

VI. OSU UPDATES

i. Intro of new Community Representative (Chris Illig) to the OSU Board - Jeff Rensel

Chris Illig introduces himself and states his experience as a CSUMB Alumni and local regional bank manager.

ii. Review of OSU Satisfaction Survey - Diana Ballesteros

Diana Ballesteros announces satisfaction survey promotions taking place on campus that will allow the OSU to gain insights from students on campus. Jeff Rensel encourages everyone on board to spread the word about the survey.

iii. Review OSU Board Directors On-boarding Checklist - Jeff Rensel

The OSU On-boarding Checklist document is shared. Review of the document and its outline of the responsibilities and expectations that are required of all board members.

iv. OSU Board Selection Committee Update - Selection Committee (Jeff, Hamza, Avalon)

Board Selection Committee is meeting independently to discuss matters related to the application process. Jeff Rensel explains that the deadline is being extended to April 14th to ensure that all interested students will be able to apply for fall. The OSU Instagram will host a live Q&A with Avalon Surract to enhance the recruitment process. The marketing

department will also post an announcement on MyRaft and write the announcement in chalk on the sidewalk outside of the building.

VII. OC3 UPDATES -

In absence of OC3 representative, Jeff Rensel announced that the OC3 is coordinating and hosting several programs over the next few weeks. The team is also working diligently on affinity graduation plans. Several programs are being presented this week including “Money Moves” and “Who Will Sing a Black Girl Song... with Dr. Aja Reynolds”. OC3 is also hosting SafeZone training which is open to students and staff. We encourage all to sign up if interested.

(Jeff) 23 student organizations will be present in the plaza during the Admitted Otter Day on Saturday and the OSU will be participating.

Karina Alvarez announces the Helen Rucker Black Student Success Center Dedication that will take place April 24 4-6pm at the OSU Ballroom.

VII. ANNOUNCEMENTS

(Jeff) The OSU End of Year celebration is being hosted on May 11 from 5-7pm in the OSU Ballroom, and official invitation will be coming out soon. The OSU Board is welcome to attend, and we will be asking for RSVPs.

VIII. ADJOURN

Avalon Surrat motions to adjourn the meeting
Meeting adjourned at 6:41pm

*Electronic submissions of agenda items:

- Email Secretary at secretary@otterstudentunion.org
- Include in the subject line “OSU Agenda Item”
- Provide title for the agenda item
- Provide a brief description of the agenda item
- Provide the name of the individual who will present the agenda item or a designated appointee
- If applicable, provide an attached written proposal for the item

Legal Compliances Notices:

In compliance with the *Gloria Romero Open Meetings Act of 2000, California Education Code 89306.(a) (1)*, any member of the campus community or public shall have the ability to directly address the OSU

Board on any item on the agenda. Participation beyond addressing the committee more than once may be regulated if necessary in the interest of time.

In compliance with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. Sec. 12132), if individuals need special assistance to access the OSU Board of Directors Meeting location or otherwise participate in the meeting, including auxiliary aids or services, please contact the Secretary at secretary@otterstudentunion.org. Notification at least forty-eight (48) hours prior to the meeting will enable the OSU Board of Directors to make reasonable arrangements to ensure accessibility to the meeting.

In compliance with the *California Public Records Act aka CPRA (California Government Code 6250-6270)*, this agenda packet and all meeting materials distributed during this public meeting shall be made available upon request and if requested, in an appropriate alternate format to accommodate a person with a disability.

OTTER STUDENT UNION AT CSU MONTEREY BAY

**BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING
WEDNESDAY MARCH 2, 2021**

**6:00 PM - 7:00 PM
VIA ZOOM MEETING**

List of Attachments

1. **MINUTES FROM 3.02.2022**

OTTER STUDENT UNION AT CSU MONTEREY BAY
ANNUAL BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING MINUTES
WEDNESDAY, MARCH 2, 2022
6:00 PM - 7:00 PM
VIA ZOOM

I. CALL TO ORDER

Time: 6:02pm

II. ROLL CALL

Board Directors

- a. Hamza Saleem, Chair, present
- b. Avalon Surrat, Vice-Chair, present
- c. Andres Mena, Treasurer, present
- d. Smokey Heisey, Secretary, present
- e. Jesus Floriano-Ramirez, absent
- f. Jiya Day, absent
- g. Lesly Rocha, present
- h. Nicole Hollingsworth, Alumni, present
- i. Dr. Babita Gupta, faculty, present
- j. Community Representative, n/a
- k. Dr. John Fraire, VP of Student Affairs, present
- l. Jeff Rensel, OSU Director, present

III. AMEND OF AGENDA 03.02.22

Jeff Rensel motions to add meditation room updates to agenda

M/S Jeff Rensel/Babita Gupta

Motion passes 9-0-0

IV. APPROVAL OF MINUTES FROM 02.02.22

M/S, Jeff Rensel/Lesly Rocha

Motion passes 9-0-0

V. Bylaws Update

M/S, Hamza Saleem/Babita Gupta

Motion passes 9-0-0

VI. OSU UPDATES

i. Community Member appointment - Jeff Rensel, OSU Director

OSU is working to appoint a community member. The first offer was declined. There are hopes to potentially invite another candidate to the next meeting.

ii. OSU Guidelines & Procedures update presentation - Diana Ballesteros, OSU Associate Director

OSU has updated its procedures and operation guidelines after first full semester of operations. Detailed slides available on OSU website. Presentation of new pricing guidelines and room marketing materials designed by Karina Alvarez.

iii. Board of Directors Selection Committee - Jeff Rensel, OSU Director

There is current outreach to create a committee of graduating board members that will help onboard new board members. Hamza Saleem and Avalon Surratt agree to join Jeff Rensel on this committee.

Jeff Rensel motions to approve committee

M/S, Jeff Rensel/Babita Gupta

Motion passes 9-0-0

iv. Meditation Room - Jeff Rensel, OSU Director

Several updates and improvements are being considered for the meditation room: directional graphics (North, South, East, West) and word cloud wall graphics. Requests for feedback from the board:

Avalon Surratt inquires about student interest in painting murals on walls and the feasibility. Babita Gupta comments she likes the simplicity of keeping the walls calm and not crowded. Hamza Saleem inquires about how students will use the room. Diana explains the booking process. Lesly Rocha agrees with Babita Gupta and suggests limiting distractions.

VII. OC3 UPDATES

i. Updates from the OC3

Rudy Medina, the new director for the OC3 shares updates and includes the link to the International Womxn's Day event happening at the OC3 on March 7th, as well as the application for the 2022 CSUMB Affinity Graduation Celebration Ceremonies.

VII. ANNOUNCEMENTS

i. Hamza Saleem announces that adjustments have been made by Jeff Rensel to the OSU Board Application and that board members are encouraged to share and invite students to apply for fall positions.

VIII. ADJOURN

Avalon motions to adjourn the meeting
Meeting adjourned at 6:34pm

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