



OTTER STUDENT UNION AT CSU MONTEREY BAY
BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING MINUTES

Friday, December 1, 2023

8:00 AM - 9:15 AM

OSU Room 310 & via Zoom

<https://csumb.zoom.us/j/85070318720>

I. CALL TO ORDER

Dylan Woodbridge motions to start the meeting.

Meeting started at **8:05AM**.

II. ROLL CALL

Board Directors:

- a. Dylan Woodbridge, Chair - Present
- b. Jianshan Chen Khalsa, Vice Chair - Present
- c. Berenice Lemus, Treasurer - Present
- d. Lesley Solano, Secretary - Present
- e. Citlaly Jauregui, Student - Present
- f. Thomas Nigro, Student - Present (8:21am arrival)
- g. Kassandra Fimbres, Student - Present
- h. Caleb Hernandez, Student - Absent
- i. Ana Ruiz, Student - Present
- j. Muhammed Ali Ghazali, Student - Absent
- k. Patterson Emesibe, Alumni Representative - Present (8:18am arrival)
- l. Babita Gupta, PhD, Faculty - Present
- m. Jenny McAdams, Community - Present (8:18am arrival)
- n. Jeff Rensel, OSU Director - Present
- o. Ben Corpus, VP for EMSA - Absent

III. APPROVAL OF AGENDA 09.8.23

Dylan Woodbridge asks for approval for agenda items.

Jeff Rensel motions to approve with some amendments.

A. Guideline Update

Berenice Lemus approved the motion.

The motion passes 9-0-0 at **8:08 AM**.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

(<https://csumb.edu/osu/board-directors/agendas-minutes/>)

Ana Ruiz motions to approve.
Berenice Lemus seconds the motion.
The motion passes at 9-0-0 at **8:10AM**

V. BUSINESS ITEMS

A. Monthly Meeting/Agenda

Lesley Solano presents

- a. Overview of today's meeting and what we will be discussing.

B. Special Guests/Presentations:

- a. Otter Kitchens and CSUMB Dining Services
 - i. [Otter Kitchens/CSUMB Dining Services](#)
 - ii. Monty Vicks: Resident District Manager for [Chartwells](#) at CSUMB
 - iii. Julie Picco: Executive Chef of Otter Kitchens
 1. Heads food safety and quality.
 - iv. Many exciting things coming up:
 1. Smoothie land : University Center building
 - a. Will be opening at the start of the Spring 2024 semester.
 - b. This new dining location is going to be a part of the new Fitness/Recreation center that is opening for students
 - c. Plans for it to be located in the dining area of the University Center.
 - d. There will be freshmade smoothies, with Boost ordering available as well.
 - e. Plans for a retail space: to sell power bars, protein powders, gym adjacent products etc.
 2. They are also looking at National Brands for the retail outlets:
 - a. There is space on campus to bring in new companies, but determining what brands are the best fit for this campus is what has been taking time.
 - b. They have been taking surveys and holding forums to discuss potential chains for CSUMB.
 3. [Dining Commons](#) additions
 - a. New stations:
 - i. Pasta bar added alongside the existing pizza station.
 - ii. New Sandwich of the Day option at the deli station
 - b. New menus coming to the Dining Commons
 - i. Updating current recipes and adding to the menus for more variety/options.
 4. Julie will also be hosting a Training Kitchen Event twice a month in the Dining Commons starting next semester.
 - a. Recipes accessible for college students.
 - b. In-depth tutorials on cooking.

5. Verve Library Cafe
 - a. The cafe will be rebranded into a more upscale and local cafe.
 - b. They are also working to bring in local brands. And also trying to implement a coffee brand to use around the campus as a drip-coffee option.
6. Catering Tasting
 - a. Next semester they will be hosting a tasting of the casual catering menu.
 - b. Focusing on student groups; to gain feedback from student groups and ensure the casual catering menu is something that aligns with students requests and needs for events.
7. Otter Express will begin offering breakfast.
 - a. 8am-10am every Monday through Friday.
 - i. Assorted Pastries
 - ii. Breakfast Sandwiches
 - iii. Breakfast burritos
 - iv. Drip coffees
 - v. They also host a Monthly Dining Services committee meeting
 1. A good opportunity to connect with the dining team.
 2. Discussions on upcoming projects and a public forum for feedback and suggestions.

8:23AM

C. Public Forum - Public comment is an opportunity for members of the public to directly address the OSU Board on any item affecting the Otter Student Union organization or our campus community.

- a. No members of the public were present at the meeting.

8:24AM

D. OSU Board Community Event

Dylan Woodbridge and Jeff Rensel presents

- a. Tree Planting will now be a Beach Clean-up with [Save Our Shores](#)
- b. When: Saturday, Dec. 2nd 9am - 11am
- c. Where: Meet in the parking lot at the end of Reservation Road at 9am. Marina State Beach Address: 200 Reservation Rd, Marina, CA 93933
 - i. Restrooms and drinking fountains on site. Parking available in the State Beach parking lot.
 - ii. Wear closed-toed shoes, dress in layers, wear sun protection, and bring a filled reusable water bottle. Save Our Shores encourages volunteers to avoid single-use plastics at our cleanups.
 - iii. All cleanup materials are provided, including buckets, grabbers, and gloves. Volunteers are also encouraged to bring their own.
 - iv. You can download the Save Our Shores Marine Tally App (Apple, Google) in advance of the cleanup and use it to record the debris you

collect, or you can use the paper data cards that we will provide at the event.

- v. Every participant must complete a volunteer waiver.
- vi. Please wear CSUMB gear to represent the OSU Board and the college.
 - 1. A MARCOM member will be present at the event to help take photos for future OSU Board promotion.
- d. Lunch will be provided after the event.

8:28AM

E. Spring 2024 OSU Board Meeting Times

Dylan Woodbridge and Lesley Solano-Alonso present

- a. Available times based on the When2Meet completed:
 - i. Fridays - 9am-10:15am or 10am-11:15am
 - 1. The Board has agreed to meet at 10:00am for the next semester.
 - 2. This will still be on every first Friday of the month.
 - ii. January meeting date?
 - 1. The Board was set to meet on January 5th, 2024, but we will not be meeting in January because of Winter Break.
 - 2. February 2nd, 2024 at 10am will be our first meeting of the Spring Semester.
 - a. The Executive Board will still meet sometime in January.

8:33AM

F. Committee Updates

Lesley Solano Presents

- a. Art Committee
 - i. [OSU Artist Submission](#) form is now open.
 - ii. Our goal is to begin to spread the word about the submissions for now, but we will better promote this around Welcome Back Week and in the Spring Semester.
 - iii. Students and staff and alumni are encouraged to submit Art to the Otter Student Union for display.
 - iv. Community Mural opportunity - Possible Collaboration with Hijos Del Sol
 - 1. The Board would need to approve the art coming into the building.
 - 2. The Art committee will work on presenting an official proposal to the Board and other key partners.
 - 3. This would be a great opportunity for student engagement!

8:38AM

- b. OSU Policy and Procedure Committee

Jianshan Chen Khalsa, Dylan Woodbridge and Berenice Lemus Present

- i. OSU Staff is reviewing - For Spring 2024 review process
- ii. All policies uploaded to website (online)
 - 1. <https://csumb.edu/osu/board-directors/documents/>

2. These are policies related to the back-of-house operations of the OSU. These are a requirement of the CSU system for our auxiliary to have in place.
- iii. Thank you to Karina Alvarez for updating our web pages.

8:44AM

Berenice Lemus Presents

c. Budget & Audit Committee

- i. Budget Quarter 1 review
 1. No meeting has taken place, but Jeff and Berenice have reflected on the budget, and a future budget meeting will take place once the budget is fully updated.
 2. [OSU Budget Update - Fall 2023](#)
 3. The current budget is not fairly represented on the spreadsheet.
 4. Some revenues and expenses still need to be updated onto the account.
- ii. A future budget meeting will take place once the budget is updated.
 1. The budget is looking good so far. It is on track with the projected numbers.
- iii. Midyear budget review will also take place alongside Ben Corpus.
- iv. Corporation Update:
 1. Tax return extension had to be filed late because of waiting periods on incoming numbers/invoices/etc.
 2. Once it is ready, Berenice will share more information.

8:46AM

G. Additional Roles

Dylan Woodbridge Presents

a. AS Liaison

- i. Dylan will plan the OSU Board presentation for sometime next Spring semester.
- ii. A lot of transportation changes are coming
 1. One route for Marina has been cut off to make room for another.
 - a. New Route coming soon which will include North Quad and access to the local shopping center.
 2. Bird Scooters will be coming back in the Spring, they were taken away because of the size of our campus.
- iii. Sustainability plans:
 1. Reach 2030 trees by 2030.
 2. NOW project
 3. LEED Certification:
 - a. The OSU is Silver.
- iv. Associated Students Elections Committee
 1. AS held a tabling event on 11.30 to promote the elections.
 2. Next semester a lot more will be happening for their elections.

- v. For reference on what Dylan shared with the OSU Board: [AS Senate Meeting Agenda/Minutes \(11.13\)](#)
- vi. The College of Science is working on new things.
- vii. Colleges competition
 - 1. Friendly games competition between the colleges on our campus.
 - 2. A fun way for students to interact with their deans and faculty.
Dylan says this is a way for students to; “humanize their deans” and break the ice with them, shedding some fear or anxiety they may have towards their faculty.

8:50AM

H. OSU Meeting Room Guideline Updates

Jeff Rensel Presents

- a. General Room Guideline changes/updates:
 - i. The OSU would like to adjust the reservation timeline for events to align with the rest of campus. Current language from campus is ““The University Center, Alumni & Visitors Center, Student Center, the Main Quad, and Zoom Webinars can be requested on a rolling calendar year basis, which means you can request today's date for next year now. Requests for these locations must be submitted 10 Business Days before the start date.”
 - 1. The Board discussed the possible change in policy. Current timeline is 1 month preceding the next semester.
 - 2. This change will allow for events to be reserved annually
 - a. Annual events will have the option to reserve/book their needs (rooms/tech) a year in advance.
 - b. This could help ensure annual events are aligned with CSUMB values.
 - 3. The only concern here is that this may cause some problems for the current booking system in place and could overwhelm them. It would also possibly push out other events and opportunities if the spaces/dates are filled up by the annual events.
 - 4. The board supported the guideline change and did not have any concerns.

8:55AM

I. OSU Suggestion Box

Kassandra Fimbres Presents

The suggestion box is a small box at the front desk of the OSU where students can submit suggestions to be taken into consideration by our board.

- a. Items submitted for board discussion:
 - i. Nothing was suggested this month.

8:56AM

J. Executive Board Evaluation (Closed Session)

Jeff Rensel Presents

- a. Closed Session began at 9:07am to discuss Executive Board members evaluation and compensation.
- b. Executive Board members were asked to leave the meeting for Closed Session.
- c. Jeff reviewed the Executive Board Evaluations (self-evaluation, peer evaluation) with the OSU Board. The Board approved the evaluations and the associated compensation for the executive board for Fall 2023 (8-0-0)
- d. The Executive Board was invited back into the meeting at **9:11AM**.
- e. Congratulations were shared to all the executive board members for their dedication and hard work.

VI. OSU UPDATES

Jeff Rensel, Otter Student Union Director Presents

- A. ACUI Conference success
 - a. Lesley Solano-Alonso suggests OSU Board participation in future.
- B. Upcoming Events
 - a. OSU Student Holiday Celebration (Flyer shared)
 - i. Wednesday, Dec. 6th, 1pm - 4pm in the OSU Admin Office
- C. OSU Winter Break Hours of Operation
 - a. Normal hours until Friday, Dec. 15th
 - b. Dec. 16 - 17 Closed
 - c. Dec. 18 - 22 8am - 5pm
 - d. Dec. 23 - Jan 1 Closed
 - e. Jan. 2 - Jan. 17 8am - 5pm
- D. Values updated design
 - a. Karina Alvarez is working on updating the OSU Values along with her student employee Juan Carlos Del Carmen.
 - b. The updated designs are now online: [Otter Student Union: Mission, Vision, and Values](#).
- E. General updates & Announcements
 - a. New programming with SHRL - Otters After Dark
 - i. (Tabled for next meeting)
- F. Otter Thursday - Tabling Jan. 25th, 2023 (OSU Board can table)

9:13AM

VII. OC3 UPDATES

Rudy Medina, Otter Cross Cultural Center Director Presents

- G. Upcoming Events
 - a. Wed, Dec. 6 - Parol Making Workshop and Finals Study Session from 4:00pm - 7:00pm
 - b. Thur, Dec. 14th - MOCA Study Hours at OC3 from 5:00pm - 6:30pm
- H. General updates & Announcements
 - a. Have a fun and safe winter break, everyone!

9:14AM

VIII. ANNOUNCEMENTS

A. Upcoming Events

- a. OSU Board Volunteer Event (previously mentioned)
 - i. Reminder to Join us at Marina State Beach to help with some beach cleanup on Saturday, December 2 from 9:00am - 11:00am.
- b. Esports is in the works!
 - i. Gaming Student Assistant position is open on [Otter Jobs](#).
 1. Job Description: Under the direct supervision of the Senior Coordinator, Student Engagement & Leadership Development and guidance from the Director for Otter Student Union and Associate Director of Network Services, the Gaming Assistant is responsible for the daily oversight and operations of Otter Esports Lounge, including setup and support, customer service, facility and property security, and equipment maintenance in order to meet mission and goals of the Esports Lounge, CSUMB and the Otter Student Union.

9:14AM

IX. ADJOURN

Dylan Woodbridge motions to adjourn the meeting.

All approved the motion.

Meeting adjourned at **9:15AM**.

*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.