

OTTER STUDENT UNION AT CSU MONTEREY BAY
ANNUAL BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING MINUTES
WEDNESDAY, MAY 4, 2022
6:00 PM - 7:00 PM
VIA ZOOM <https://csumb.zoom.us/j/82015581604>

I. CALL TO ORDER

Time: 6:04pm

II. ROLL CALL

Board Directors

- a. Hamza Saleem, Chair, present
- b. Avalon Surratt, 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, absent
- 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, excused

III. APPROVAL OF AGENDA 05.04.22

M/S - Chris Illig/Babita Gupta
Motion 8-0-0

IV. APPROVAL OF MINUTES FROM 04.06.22

M/S - John Fraire/Avalon Surratt
Motion 8-0-0

V. EXECUTIVE BOARD COMPENSATION AND EVALUATION SPRING 2022

Hamza Saleem - We will be conducting the Executive Officer Evaluations for the Spring semester. The Executive Officer Evaluation form has been updated and a communication will be sent out to Executive Officers on May 5th for the completion of the evaluation with a due date of May 25th. The process will be the same as it occurred for the Fall semester and the board will review and vote at the June 1st board meeting.

Dr. Babita Gupta inquires about the feedback that was gathered on the previous evaluation form questions, more information will be provided when Jeff Rensel returns from vacation.

VI. OSU UPDATES

Hamza Saleem updates the board of the success of the recruitment process, 7 applications are currently under review and pending approval of President Ochoa.

Hosted 10 events in the last two weeks in the ballroom: including otterlands, honors convocation, AS inauguration, rainbow grad etc.

Hosting 7 more events in the OSU Ballroom until the end of the semester.

Moving to summer hours on May 23, 2022

OSU operations and audio visual student assistants positions up on Otterjobs to apply. Overview of the feedback survey results: 92% were students, feedback included more eating options, plants, and study rooms. The top four programs people want to see at the OSU are movies, social justice programs, awareness programs, and visual art programs. We received positive responses to customer service, hours of operation, and cleanliness.

Avalon Surratt inquires about summer hours of operation at the OSU. Updates will be announced and posted within the next month.

VII. OC3 UPDATES

OC3 just wrapped up interviews for the Student Coordinator positions.

OC3 is currently in the middle of hosting 9 affinity graduations including the Veteran Graduation held during the OSU board meeting. The 9 affinity graduations are:

Rainbow

Veteran

UndocuGrad

SADE

APIDA

Family Friendly

Native

Latinx

Black

OC3 is currently displaying Art in the OSU from Hannah Eunhae Kim that focuses on Marine life. The displays will be taken down next week so catch them while you can.

VII. ANNOUNCEMENTS

Lesly Rocha - shares an idea to bring a booking sharing shelf to the OSU, board agrees that it is a great idea and worthy of further discussion.

Diana Ballesteros - announces that the last meeting will be held both in-person and virtually at the OSU. This meeting will include a presentation on the budget, a draft of the OSU annual report, and a new board of directors will be invited to this meeting.

OSU End of Year Celebration - May 11, 2022 5-7pm at OSU Ballroom

VIII. ADJOURN

Dr. Babita Gupta motions to adjourn the meeting
Meeting adjourned at 6:19pm

*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 4.06.22**

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

- m. Hamza Saleem, Chair, present
- n. Avalon Surrat, Vice-Chair, present
- o. Andres Mena, Treasurer, present
- p. Smokey Heisey, Secretary, present
- q. Jesus Floriano-Ramirez, absent
- r. Jiya Day, present
- s. Lesly Rocha, absent
- t. Nicole Hollingsworth, Alumni, excused
- u. Dr. Babita Gupta, faculty, present
- v. Chris Illig, Community Representative, present
- w. Dr. John Fraire, VP of Student Affairs, present
- x. 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

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