



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

Friday, June 5, 2026

8:30 PM - 9:45 AM

Zoom: <https://csumb.zoom.us/j/85342338109>

I. CALL TO ORDER

Philip Gianino motions to start the meeting.

Meeting started at **8:35 AM**.

II. ROLL CALL

Board Directors:

- a. Philip Gianino, Chair - Present
- b. Milo Drake, Vice Chair - Present
- c. Adan Olague, Treasurer - Present
- d. Savanah Browder, Secretary - Present
- e. Blanca Herrera, Student Director - Present (joined at 9:22am)
- f. Jasmyn Meyer, Student Director - absent
- g. Arshpreet Kaur (AK), Student Director - absent
- h. David Santizo, Student Director - absent
- i. Flavio Cuevas, Student Director - Present
- j. Babita Gupta, Faculty Representative - Present
- k. Carisse Ballard, Alumni Representative -Present
- l. Jenny McAdams, Community Representative - Present
- m. Jeff Rensel, Director (appointed) - Present
- n. Reuban Rodriguez, AVP/Dean (appointed) - Present

III. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

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

Philip asks for approval of the meeting minutes for 5.01.26.

Jenny McAdams motions to approve.

Philip seconds the motion.

The motion passes 10-0-0 at **8:36 AM**.

IV. APPROVAL OF AGENDA 6.05.26

Philip Gianino asks for approval for agenda items.

Philip motions to approve.

Jeff seconds the motion.

The motion passes 10-0-0 at **8:37AM**.

V. BUSINESS ITEMS

8:38 AM

Philip Gianino Presents

Land Acknowledgement

Cal State University, Monterey Bay (CSUMB) resides on the indigenous homeland of the Amah Mutsun, Esselen, Ohlone, Rumsen, Salinan people and territories. It is on these rich homelands, where CSUMB not only thrives as an institution of higher education, but also provides an education abundant with service and experience to a diverse community of learners. As our students, staff, faculty, alumni and community members explore the university's campus, remember to respect the land and take note of the natural beauty. Remember that Ancestors rest below pathways and in other less traveled areas on campus. We Are Here - Let Ka Lai

Savanah Browder Presents

A. Monthly Meeting/Agenda

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

8:38 AM

Philip Gianino Presents

- ##### **B. Public Forum** (At this time members of the public may approach the OSU Board about items not already listed on this agenda. Public comment is an opportunity for members of the public to directly address the OSU Board on any item, affecting the OSU or the campus community.)

- a. No members present

8:40 AM

Philip Gianino Presents

C. New Business

- a. Welcome and Introductions of 2025-2026 OSU Board
- b. Welcome and Introductions of 2026-2027 OSU Board
- c. Welcome and Introductions of Cal State Monterey Bay Staff

- d. OSU Annual Report Update - Jeff reported that the annual report is being developed and will be available near the end of July.
- e. OSU Project List - Jeff shared that a long-term OSU project list has been developed to prioritize OSU improvements and various maintenance items for the facility.

8:55 AM

Jeff Rensel/Philip Gianino Presents

D. Old Business

- a. OSU Survey Follow-up - Philip shared that this year's survey was a success and that continued efforts should be put in place to gather student feedback and input.
 - i. There is a general consensus for OSU Board to actively engage with students to receive feedback with focus groups and incentives (pizza, merch, etc.) throughout the year.

8:58 AM

E. Committees of the Board

- a. Audit Committee (Carisse Ballard)
 - i. The Audit Committee Meeting is later this month.
 - ii. The audit has begun with the new firm, Windes.
- b. Budget Committee (Jeff Rensel/Adan Olague)
 - i. OSU Budget Presentation
 - 1. The OSU Budget Committee presents draft of [OSU Budget for 2026-2027](#)
 - 2. Discussion - Adan/Jeff/Shana/Melissa described the budget and budget proposal, outlining key funding priorities for the upcoming academic year and detailing how resources will be allocated.
 - 3. David asked about Utilities and Sustainability.
 - 4. Carisse asked about the funding model and how sources were determined for the operating revenue.
 - 5. Vote to approve budget
 - 6. Jeff Rensel motions to accept the budget proposal
 - 7. Philip Seconds the motion
 - 8. The motion passes 10-0-0 at 9:20 AM
 - ii. Jeff shared that the annual Auxiliary Control Self-Assessment is in progress and going well. The final report will be submitted to the President in the next 10 days.

- iii. A review of the OSU Memo for Repayment of University Corporation Loan was discussed during the OSU Budget proposal review.
 - c. Art Committee (Philip/Jeff)
 - i. Student Art Exhibits, “An Otter’s Art Exhibit” form has been created and is open for submissions:
 - 1. <https://forms.gle/WBE6PwsNFjQX33jw7>
 - 2. Flyer was shared via email.
 - 3. Jeff shared that there has been 1 submission and he will follow-up.
 - d. Health & Wellness Committee (David/Flavio)
 - i. Interested in working with PGCC for health and nutrition workshops.

F. OSU Suggestion Box - *The suggestion box is a small box at the front desk of the OSU (and virtually) where students can submit suggestions to be taken into consideration by our board.* (David/Flavio)

- a. 3 submissions- Complaining about sea store hours, tracking info for the wave shuttle, and third was to clean the stained couches.
- b. Staying consistent with upkeep and improvements and addressing stains on upholstered furniture over the summer and into the future.
 - i. Jeff stated that the OSU Operations team will continue to work with custodians to clean and may look into re-upholstering of some furniture.

9:30 AM

VI. OC3 Updates

Rudy Medina, Director-OC3, Presents

A. Affinity Ceremonies in Review

- a. 10 Ceremonies
- b. 485 graduate participants
- c. Over 2,200 attendees

B. Affinity Center Year in Review

- a. Fall 2025 - 136 unique program/events across the 6 centers with a total attendance of 5,909
- b. Spring 2026 - 111 unique program/events with a total attendance of 3,872
- c. These numbers exclude Affinity Ceremonies and drop in events like tutoring services

C. Summer Planning

- a. Wrapping up Academic Year 25/26
- b. Affinity Center retreats
- c. Gerry Low Sabado Fellows Programs
- d. Student staff training
- D. Restructuring of Centers**
 - a. The Otter Cross Cultural Center (OC3), including Affinity Centers, will be under the Office of Community and Belonging.
 - b. OC3 will continue to operate as a joint team with the OSU
 - i. This includes our day-to-day collaboration, bi-weekly meetings, attending board meetings, and shared administrative and marketing support will remain in place.
 - ii. We will continue to be heavily engaged with Student Affairs and its student success goals

VII. OSU Updates

Jeff Rensel, Director-OSU, Presents

- A.** The Black Box Cabaret (BBC) Programming Study with Studio Ma (Architect) has completed two engagement sessions with various campus partners and students. We expect to see results from the study in the next month.
- B.** The painting of the OSU Exterior is in progress and should be completed by Monday, June 15th. There is already a noticeable difference in the exterior facade.
- C.** Planning has started for the 2026 Monte's 5K on Saturday, Oct. 10th. We are excited to engage with the OSU Board to support this RAFT Weekend event.
- D.** The OSU will be hosting New Student Orientation and Transfer Student Orientation on the following dates: June 17, 18, 20, 22 (Transfer Students) and June 25, 26, 27, 29 (First-Time Freshmen)
- E.** Fall 2026 Otter Days programming is being developed, Late Night with the OSU, the Dive-in Movie Night, and Esports Mario Kart Tournament will return once again for the Fall semester.

9:40 AM

VIII. ANNOUNCEMENTS

- A.** Wonderfil Internship Opportunity
 - a. Jeff shared flyer for Wonderfil Intership
- B.** Philip thanked the board for a successful year.

9:43 AM

IX. ADJOURN

Philip motions to adjourn the meeting.

Babita Gupta seconds the motion.

The motion passes 11-0-0 at **9:43 AM**.

Meeting adjourned at **9:44 AM**.

*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 89306.2(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 7920.000 et seq)*, 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.

DATE: June 5, 2026

TO: OSU Board of Directors

FR: Jeff Rensel, Director, Otter Student Union
Adan Olague, OSU Board Treasurer

CC: Melissa Jarnagin, VP of Administration & Finance/Chief Financial Officer
Reuban Rodriguez, AVP of Student Affairs
Shauna Lyons, AVP of Finance
Clark Bone, Executive Director of Budget and Planning
Sherry Baggett, Controller, University Corporation

RE: OSU 2026-2027 Budget Proposal

Consistent with the OSU at CSU Monterey Bay Bylaws, Article 4, §4.1(c) and Article 5, §5.4, the OSU Board Budget committee would like to propose the following budget for the fiscal year 2026-2027 as follows:

The Otter Student Union (OSU) Budget draft for 2026-2027 consists of an Operating Budget composed of three columns: the 2025-2026 Budget, projected 2025-2026 Actuals, and proposed 2026-2027 Budget. These comparisons have been provided to facilitate your review and approval. The OSU operates as an auxiliary in good standing within the CSU system and operates solely for the benefit of California State University, Monterey Bay.

The OSU Board of Directors is charged with reviewing and approving the annual budget in accordance with university procedures at the Annual Board meeting. We value your input and involvement in developing the 2026-2027 budget.

Points of emphasis for the 2026-2027 proposed budget include:

- The proposed budget assumes a net revenue from student union fees with scheduled OSU construction bond payment and associated fees assessed/administered.
- The proposed budget assumes that all full-time employee positions are filled.
- Operating Reserve: The target minimum Operating Reserve Fund is equal to one month of operating expenses. (Otter Student Union Policy Manual, Section no. 02, document no. 292618, Reserves Policy). Balance as of FY25/26 is \$150,000
- The OSU currently has an account balance of \$1,352,423 (as of 05/18/26). These funds are intended to cover cash flow, operational needs, facility planning, and deferred and preventative maintenance.
- The OSU currently has a Donation Fund account balance of \$1,103 (as of 05/18/26)
- Any projected budget deficit will be addressed by utilizing available designated rollover funds (from collected student union fees).

Otter Student Union Budget Overview 2026-2027

Student Union Fee Revenue

The mandatory \$700 annual Student Union fee collected from each enrolled Cal State Monterey Bay student serves as the primary revenue source for funding the Otter Student Union.

Fall 2026 Headcount = 8880

**Academic Year 2026-2027
~\$6,216,000**

Debt Service

Mandatory Student Union Fees are utilized, in part, to fund the debt service requirements of the campus Student Union Facility. The debt is managed under the California State University Systemwide Revenue Bond (SRB) program. Revenues from these fees are used for the principal and interest payments associated with the bonds issued for facility construction.

	Fall 2026	Spring 2027
(Systemwide Revenue Bonds)	\$1,966,375	\$946,500

OSU Reserve

In alignment with CSU Auxiliary financial standards, the university has established an OSU Reserve account and utilizes a funding model based on the OSU's Current Replacement Value (CRV).

	Academic Year 2026-2027
Deferred Maintenance Reserve (CRV 2026 = \$85,732,206)	\$857,322

Cost Allocation Plan (CAP)

The campus Cost Allocation Plan (CAP) is an approved method ensuring that individual units reimburse the university for their precise share of shared campus services based on the actual benefits received by the unit. This includes areas like Information Technology, Human Resources, and Facilities maintenance.

**Academic Year 2026-2027
\$214,007**

Administrative Fee (5% of Operating expenses)
(Admin & Finance CAP)

**Academic Year 2026-2027
~\$85,000**

Corporation Loan Repayment

The Otter Student Union will be initiating a repayment of its \$11.89 million construction loans to the University Corporation under an enrollment-driven MOU that adjusts for financial conditions and protects daily operations through minimum thresholds and repayment caps.

**Academic Year 2026-2027
\$439,000**

**Otter Student Union
Annual Budget Proposal
2026-2027**

	Budget 25-26	Projected Actuals 25-26	Proposed Budget 26-27
Revenue			
Student Union Fees (Return of surplus)	\$1,500,000	\$1,500,000	\$1,743,694
Meeting Room/AV Rentals & Fees	\$90,000	\$89,000	\$90,000
Tenant Lease (Dining/Campus Store)	\$156,716	\$156,716	\$167,910
Utility/Waste Cost Recovery	\$160,000	\$158,000	\$160,000
Student Information Center Support	\$115,000	\$62,000	\$87,559
Designated Rollover (contribution)	\$156,946	\$271,580	\$0
Total Revenue	\$2,178,662	\$2,237,296	\$2,251,163
Expenses			
Services			
Payroll/Benefits	\$1,200,000	\$1,230,000	\$1,253,000
Operations			
Facility Utilities	\$280,000	\$285,701	\$290,000
Contractual Services	\$100,000	\$110,677	\$105,000
Maintenance Contracts	\$25,000	\$24,494	\$25,000
Custodial Contracts	\$130,000	\$135,767	\$140,000
Administrative			
Printing	\$1,500	\$1,200	\$1,500
Supplies	\$25,000	\$21,333	\$25,000
Non-Capital Equipment	\$10,000	\$10,600	\$10,000
Uniforms/Branding	\$5,000	\$5,193	\$7,000
Advertising/Promotion	\$3,000	\$2,700	\$3,000
Hospitality	\$5,000	\$6,097	\$7,000
Memberships/Subscriptions	\$4,000	\$9,194	\$4,000
Admin Expense (CAP)	\$60,342	\$60,342	\$60,342
Service between Auxiliary	\$63,652	\$63,652	\$66,835
Professional Development	\$3,000	\$3,455	\$4,000
Travel	\$7,000	\$6,941	\$7,000
Accounting/Audit Fees	\$16,000	\$19,700	\$20,000
Insurance Premium	\$161,868	\$161,868	\$144,186
Employee Recruitment	\$1,000	\$1,082	\$1,000
Interfund Pension Loan Repay	\$2,300	\$2,300	\$2,300
Operating Reserve Fund	\$75,000	\$75,000	\$75,000
Total Expenses	\$2,178,662	\$2,237,296	\$2,251,163
Difference	\$0	\$0	\$0

OSU Budget Details

Revenue

Student Union Fees
Meeting Room/AV Rentals and Fees
Tenant Lease (Dining/Campus Store)
Utility/Waste Recovery (Dining/Campus Store)
Student Information Center Support

Expense

Services

Payroll/Benefits

Operations

Facility Utilities
Contractual Services

Maintenance Contracts
Custodial Contracts

Administrative

Printing
Supplies
Non-Capital Equipment
Uniforms/Branding
Advertising/Promotion
Hospitality
Memberships/Subscriptions
Admin Expense (CAP)
Service between Auxiliary
Professional Development
Travel
Accounting/Audit Fees
Insurance Premium
Employee Recruitment
Interfund Pension Loan repayment
Operating Reserve Fund

Description

Fall/Spring allocation (after bond payment, 5% charge, fees)
Meeting room rentals/Audio-Video & MarComm Services
Campus Dining/Campus Store lease revenue (per agreement)
Campus Dining/Campus Store metered utility/waste charges
Annual MSF/General Funds for Information Desk services

Description

Payroll/benefits: staff & students (paid to UCorp)

Electric, Gas, Water, Sewer (metered)
Landscaping, Waste services, Pest Control, Vendor contracts,
CSUMB Facilities/work order service charges, exec board
Fire Systems (annual inspections), Elevator, Printer/Copier
Custodial Services

General printing and office copier support
General office and operations supplies
AV equipment, meeting room equipment, furniture
Staff polos, jackets, nametags
SWAG, pens, sunglasses, stickers
Meals - training, celebrations, retreats
ACUI, AOA, Apple accounts, Social Media, Diagram software
Cost Allocation Plan with CSUMB
Service Agreement for Accounting/Procurement/Payroll
Conference registration/fees & workshops
Transportation/Lodging Conferences (AOA/ACUI)
Annual OSU fiscal audit and tax preparation
Property Insurance through CSU/AORMA
Pro staff recruitment and postings
Pension loan
Operational Reserve account

Signature: 
[Jeffrey Rensel \(06/05/2026 10:41:47 PDT\)](#)
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