



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

Thursday, February 2, 2023

6:00 PM - 7:15 PM

OSU Room 210 & via Zoom

<https://csumb.zoom.us/j/88166214067>

I. CALL TO ORDER:

Andres Mena motions to start the meeting.

Meeting started at **6:05 PM**.

II. ROLL CALL:

Board Directors:

- a. Andres Mena, Chair, Present
- b. Sean Meeks, Vice Chair, Present
- c. Dylan Master, Treasurer, Present
- d. Anisha Jadhav, Secretary, Present
- e. David Ledesma, Student , Present
- f. Kassandra Fimbres, Student, Present
- g. Nawied Amin, Student, Present
- h. Patterson Emesibe, Alumni, Present
- i. Babita Gupta, PhD, Faculty, Absent
- j. Chris Illig, Community, Absent
- k. Jeff Rensel, OSU Director, Present
- l. Dr. John Fraire, PhD, Interim VPSA , Present
- m. Rudy Medina, OC3 Director, Present

III. APPROVAL OF AGENDA 2.2.23:

Nawied Amin asks for approval for agenda items.

Dylan Masters motions to approve.

Andres Mena approved the motion.

The motion passes at **6:06 PM**.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS:

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

Jeff Rensel seconds the motion.

The motion passes at **6:07 PM**.

V. BUSINESS ITEMS:

i. Rates & Guidelines (Jeff):

- Jeffrey Rensel presented the **'Services and Resources'** provided by the Otter Student Union (OSU). (<https://csumb.edu/osu/services-resources/>)
- Jeff mentioned that the team worked on bringing the attention more to the conference rooms as a separate document from the guidelines to make sure that the people knew about the available rooms and what's available inside the rooms.
- He also mentioned that Karina worked on the new version of the rate sheet. It describes the information about the student organizations to get to use the rooms based on the size of the room. Here, especially the 'Ballroom rates' have been changed as from the feedback survey, we got to know that previously the campus community found it a little confusing with its packages and rates related to it. The newer version of the rate sheet is broken down into hourly rates to be more transparent with how we actually charge for the rooms works.
- He mentioned that the team is still working on finalizing the document based on a few factors including student organization discounted rates, package rates for additional rooms usage, and different rates for combinational usage of package resources (for example, using audio and video combined).
- He also touched on the point that the team will be working more closely with finalizing the rates by taking into consideration community specially departments and students. After finalization of the rates sheet, they will be working with the students to explain actually how we're presenting our rates and how we operate to make sure that they understand and can really build what makes sense for each and every event that they host. He believes that it will help alleviate some of the normal beyond operations and there are no pain points from the feedback.
- He discussed with everyone there will be different rates for booking and using the outdoor campus spaces (for example: terrace) based on the clients.
- He mentioned that there will be a separate fee for the external clients for using outdoor spaces on the campus because as the booking by external clients takes away the use of that space for students, and as being the 'Student Union', we want to recognize that.

- Another important point discussed by him was that there will be separate fees for early openings and late closings of the space booked.
 - He said that 'Emily', OSU Operation Specialist, will be working with the clients and explaining the available resources to them while booking the spaces.
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- Patterson Emesibe appreciated the hourly rates break-down of the rates sheet.
 - Nawied Amin asked Jeffrey Rensel to explain about the difference between Tier 1 and Tier 2 packages.
 - Jeffrey Rensel explained that the Tier 1 Packages are the ones which have all the basic requirements included under the package and space, and it is also based on the number of the resources available. The Tier 2 packages will be based on the client's demands of the resources to be made available. Mostly the Tier 2 packages will be covering the resources based on client's demands for hosting larger events.
 - For example: In Tier 1 package including 1-2 Audio and Video visuals, then under the Tier 2 package, the resources can be demanded in terms of more numbers or as per their demand.
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- Dylan Masters suggested that the information can be put underneath the headlines of the sections.
 - To that, Jeff Rensel agreed with his suggestion. He further elaborate saying that everything is customizable based on the client's demands.
 - David Ledesma asked a question about how the student organizations would get addressed through these packages.
 - Jeffrey answered his question by saying that there are different packages and those can be focused on the staff but mainly students.
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- Rudy Medina raised a query about whether some unofficial students would be identified and if so, how they would be identified.
 - Jeffrey replied that they mainly focus on students and student organizations based or priority-based on groups demand. The rates would be very optimized for the organizations having some ownership or demand regarding that.
 - He also mentioned that if any student group wants to become a student organization, they can go with that option and the rates would get affiliated accordingly. But the team will be working on that, and currently there are no clear instructions about the same.
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- Jeff appreciated everyone's comments and Andres Mena moved on to the next business item.

ii. Wall Graphics & Mural (Jeff/Karina):

- Jeff Rensel mentioned that in the last semester, the entire back wall in the Game room (Rookery Hall on the second floor of the OSU Building) was done with wall mural decals that have Jerseys in the frames. He further elaborated that we took this opportunity to showcase and bring attention to our Athletics and let people know who we are and build subtle differences by displaying the CSUMB stuff in the building.
- Karina explained to everyone the graphics terms and showed everyone two designs that would be used as the background design for the wall mural decals.
- **Jeffrey mentioned that the University Communications Team already approved and gave the commitment to do a graphic design wall (having University related colors in the design) worth \$5000 total of the displayed size.**
- He then asked about the feedback from everyone about the two designs shown.
- Andres, Dylan and Sean expressed choice 1 of the graphic design to be chosen.
- **The choice 1 of the graphic designs shown was finalized** to be displayed as the background of the wall mural decals.

- After that, Karina showed everyone another two graphic designs that showed the diversity on the graphics wall from male and female team photographs.
- Jeffrey asked about everyone's feedback about the new designs shown and asked for approval.
- **Everyone agreed with going with the first option** of the graphics designs shown.
- Andres moved on to the next business item.

iii. Guest Speakers for Spring 2023 (Board):

- Andres discussed that we can invite some people from International students, Art committee as guest speakers and asked about whether the BOD is looking for specific community CSUMB people or others are also welcomed.
- Jeff elaborated that all the other people are also encouraged to be guest speakers.
- Andres further asked about what would be the parking lots arrangements. To that, Jeff replied that the team is working on it.
- Nawied discussed that he has been thinking about reaching out to International students and looking for how these students can make better use of the OSU.

- Jeff mentioned that he explicitly reached out to **Mr. Brian Childs, the Director of EEIP Student Services and International Enrollment Management**. They are desiring to improve the international students' welcoming experience. They are in the planning phase for Fall.
- Andres showed interest in joining the meeting with Jeff for the international students meeting as a voice of student. Patterson also showed interest as well.
- Chris suggested that the guest speakers can be invited from the graduate studies team, dealing basically with graduate students and hear what their needs are.
- Dr. John Fraire asked whether it would be specifically focused on the OSU series.
- To which, Jeff replied that it is an open invitation and encouraged to all guest speakers.
- Andres moved to the next business item.

iv. Spring Activity/Retreat for Board (Board):

- Andres discussed and encouraged all the BOD members to conduct some activities that support our Otter students.
- Jeff recommended the tree plantation event on campus would be a great option. And also, we have a goal on campus to plant trees as much as we can.
- David discussed with everyone that their group got the chance to plant about 30 smaller plants and maybe around 10 trees successfully. He further said that it was a great experience to work, collaborate and contribute with community members and also was a fun activity on campus.
- Andres also showed interest in going with tree plantation activity.
- He also suggested that we can do a poll request (having all dates listed) shared with everyone and ask about the dates when members would be available for this activity.
- Andres moved on to the next item.

v. OSU Suggestion Box roll-out (Board):

- Andres asked Karina to help with some sort of promotion on social media for the suggestion box.
- To which, Jeff replied that we already did the promotion via email.
- Karina said that she can definitely help with this. She also suggested that we can use Mini Monte for promotion.
- **Kassandra and everyone agreed to the point that she will be collecting the suggestion box sometime before the next meeting and Jeff agreed that he will be sharing the key of the suggestion box with her.**

- Chris suggested that the suggestion slip could be made better by enhancing the promotion and going through the suggestion slip review. He also suggested some change in the headline of the suggestion slip.

vi. **Committee Updates:**

- **Art Committee:**

Dylan Masters added that the team has the professional email template approved by everyone. And last semester we did some research by reaching out to specific people for art contributions. The team would be working on reaching out to the people.

- **Budget Committee:**

- Dylan came up with all the revenue and expenses of all the last semester. He added that **we are negative in the \$18,160 difference between the budget and actual expenses.**
- Jeff mentioned that payrolls are our largest expenses. Dylan and Jeff mentioned that the account is still healthy and are able to pay for the things that we operate and there is nothing out of the expense that we are working with.
- He also mentioned that once the Revenue comes in for the Student Union fees for the next semester, we should be back at the positive.
- Chris asked about whether the Student Union fees are included in that or not.
- Jeff said that the enrollment is down. He further added that we all are recruiters and encouraged all people to tell your experience and help you all succeed and we want to continue that.
- Nawied asked that in the past, we talked about the cellular side of the building. Are there any updates?
- Jeff explained that the cost for that is above **\$1000** and he is going to work on that. A vote will be collected for that. The IT team wishes to work and have Amazon lockers getting into OSU.
- Amazon lockers are the facilities where the packages can be received directly into your account. Those accounts are free and are offered by Amazon.
- Jeff further elaborated that it will be cell service and that the cost that the internet drops in which is **\$150**.
- Karina added that there are some lockers outside the Library.

- **Policy & Procedure Committee:**

No update for now.

- vii. **International Student Welcome (Board):**

Discussed already.

VI. OSU UPDATES:

Jeff Rensel, Otter Student Union Director:

- We hosted 'Blank Panther film'.
- We hosted the first ever 'Winter Formal Ball' in which 650 students showed up for the event. There was a photo booth, where the students were able to take in some cool pictures.
- 'Otter Thursday', which is used as a great opportunity to promote our athletic teams events and help build spirit on campus. The otter gears are really engaging events where the students actually can build pride on campus. Everyone is encouraged to wear CSUMB colors for this event.
- Jeff also shared that there is one event tonight of the Athletics team where he can give a voucher to the members for attending the Men's game event. The event includes free pizza and a chance to win 'making waves t-shirt'. He encouraged everyone to join for the event.
- Valentine's Week is coming up where there will be events focused on random acts of kindness. And the Associated Students will be releasing cute little Valentine's Otter stickers that week.
- Last movie night on Friday had 300 participants, so he said that he is expecting to conduct more such events.

VII. OC3 UPDATES:

Rudy Medina, Phd, Otter Cross Cultural Center Director

- **Black Gala:** Sunday, February 26, 2023
 - The flyer would be out in a couple of weeks.
- Keynote with six different speakers, each of two staff, alumni, faculty and also President would be joining for the event.
- Rudy Medina encouraged everyone to join for this event.
- Keynote guest speaker: Student Leader brunch

VIII. ANNOUNCEMENTS:

- i. Otter Thursday: Special promotion for students, faculty and staff. Basketball games vs. Cal State San Marcos 2.2.23
- ii. AS conducting fee referendum- meet students

IX. ADJOURN:

Sean Meeks motions to adjourn the meeting.
Andres Mena approved the motion.
Meeting adjourned at **7:09 PM**.

*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

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