

OTTER STUDENT UNION AT CSU MONTEREY BAY
ANNUAL BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING MINUTES
WEDNESDAY, JUNE 1, 2022
6:00 PM - 7:00 PM
VIA ZOOM <https://csumb.zoom.us/j/85882318536>

I. CALL TO ORDER

Time: 6:01pm

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. Chris Illig, Community Representative, present
- k. Dr. John Fraire, VP of Student Affairs, present
- l. Jeff Rensel, OSU Director, present

III. APPROVAL OF AGENDA 06.01.22

M/S - Avalon Surrat/Dr. Babita Gupta
Motion 10-0-0

IV. APPROVAL OF MINUTES FROM 05.04.22

M/S - Dr. John Fraire/ Dr. Babita Gupta
Motion 10-0-0

V. INTRODUCTION OF 2022-2023 BOARD OF DIRECTORS (JEFF)

Jeff Rensel welcomes the new board members and begins introductions.

Hamza opens the floor for comments. New board member, Naweid Amin, thanks the OSU for the opportunity and states that he is looking forward to continuing the great work.

VI. THANK YOU TO 2021-2022 BOARD OF DIRECTORS (JEFF)

Jeff and Hamza express gratitude to the OSU Board of Directors from 2021-2022. Jeff recaps how well the group navigated times of uncertainty and contributed to the rebuilding of the community. Hamza thanks everyone for being a part of the family that is the heartbeat of campus. Hamza congratulates the OSU for hosting over 343 over the past year and the dedication of all board members. Jeff Rensel adds the success of the OSU social media and the distribution of over 1,500 MB Aquarium tickets. Jeff further states that team is looking forward to creating value for students and aims to double its performance in the next year.

VII. OSU ANNUAL REPORT UPDATE AND VIDEO HIGHLIGHT (JEFF/STAFF)

Jeff and Hamza present the OSU Year in Review presentation to further highlight all of the happenings.

VII. REVIEW AND APPROVAL OF 2022-2023 OSU BUDGET (BUDGET COMMITTEE)

Jeff Rensel announces that the current annual report is still in progress and all updates to the website will be announced in the near future.

Hamza Saleem begins introduction to budget review. Jeff Rensel presents the formal document.

Dr. Gupta inquires about the goal to increase the number of events and how that corresponds with the projected decrease in revenue generated from events; and also if it is included in the expected payroll expense. Jeff Rensel zooms in and responds that it is expected that more students will be utilizing the space free of charge (included in their enrollment fee) and confirms that operational costs are expected to increase. It is confirmed that the budget will also be posted publicly to the website.

Smokey Heisey inquires about statements listed on the CSUMB website about the OSU being "on track to achieve a LEED certification of 'Silver,' with the potential for 'Gold.'" And asks if there are any updates on the certification and/or any costs associated with it?

Jeff Rensel responds that the building is set to achieve certification within the next two months, and that the cost associated with it was included in the initial costs of the project.

Conversation ensues about the projected deficit for 2022-2023. Glen Nelson (VP of Admin and Finance) speaks on the budget deficit. He explains how enrollment projections affect budget proposals and that throughout the history of the OSU, the project has had a few “false starts” over the past few years due to unprecedented events. He explains that it is imperative to not reduce the student experience when considering costs. The recommendation from the board is to run with the deficit, while doing what is possible to increase enrollment.

Dr. Babita Gupta thanks Glen Nelson for the explanation. Dr. Gupta asks for clarification about what the “plan B” would be in the case that the OSU is not able to simply accept the deficit– considering that the OSU is not directly responsible for enrollment.

In response, Glen Nelson restates that the budget currently reflects around \$1,000,000.00 net operating revenue; and that the most effective course of action at this time would be to leverage the OSU to enhance student experience and enrollment to alleviate the debt over time.

Conversation between Dr. Babita Gupta and Glen Nelson ensue. Nelson further states that although the corporation, the OSU, and the state-side functions are technically “separate” in a financial sense, from a business standpoint it's important to also consider the three as one organization unified by a common purpose and goal. Dr. Babita Gupta and Glenn Nelson exchange thanks for furthering discussion on this important topic.

Steve Mackey further explains, from a financial standpoint, to Community Representative, Chris Illig, how the project and its funding has unfolded. Mackey also states that there is still one year left on the cash flow deferral.

Chris Illig suggests that the board prepare a balance sheet or statement of cash flows to further define/explain the OSUs liabilities and debt service caveats.

Glen Nelson concludes financial review, and states that conversations are currently taking place within the corporation to meet the requirement for repayment, which is currently estimated at a half a million dollars per year.

Financial conversation between Glen Nelson, Steve Mackey, Babita Gupta, and Chris Illig continues before allotted time runs out (6:58pm).

Hamza Saleem asks if anyone motions to approve the budget.

M/S - Dr. John Fraire/Smokey Heisey seconds so long as there are no remaining important matters that need to be stated.

Motion 10-0-0

VIII. OSU BOARD EXECUTIVE OFFICER EVALUATION AND COMPENSATION REVIEW (CLOSED SESSION)

Members of the board who are not included in the participation of agenda item VIII are thanked for their attendance. Review and evaluation begin at 7:00pm. The executive board is prompted by Jeff Rensel to rejoin the Zoom session at 7:12pm. Hamza Saleem explains to the board that email correspondence will be sent to inform the executive board of the outcomes of this final review. Gratitude and farewells are expressed by all.

IX. ADJOURN

Chris Illig motions to adjourn the meeting
Meeting adjourned at 7:14pm

*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, JUNE 1, 2021
6:00 PM - 7:00 PM
VIA ZOOM MEETING**

List of Attachments

1. **MINUTES FROM 5.04.22**

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

- 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, absent
- s. Lesly Rocha, present
- t. Nicole Hollingsworth, Alumni, absent
- 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, 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.

DATE: June 1, 2022

TO: OSU Board of Directors

FR: Jeff Rensel, Director
Otter Student Union
Andres Mena
OSU Board Treasurer

CC: Glen Nelson, Vice President of Administration & Finance/Chief Financial Officer
Stephen Mackey, Associate Vice President for Finance
Lawrence Samuels, Executive Director of the University Corporation

RE: OSU 2022-2023 Budget

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 2022-2023 as follows:

The Otter Student Union (OSU) Budget draft for 2022-2023 consists of an Operating Budget composed of three columns: the 2021-2022 Budget, projected 2021-22 Actuals, and proposed 2022-23 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 2022-2023 budget.

Significant areas of emphasis for the 2022-2023 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.
- The proposed operating budget includes an increase to both revenue and expenses as CSUMB is assumed to operate in-person for the full academic year.
- 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)
- The OSU currently has an account balance of \$1,091,581. These funds are intended to cover cash flow, operational needs, long-term facility planning, capital projects and deferred maintenance.
- The insurance premiums are being changed and updated for FY 22-23.

Signature: 
Jeffrey Rensel (Jun 3, 2022 14:26 PDT)
Email: jrensel@csumb.edu

Signature: 
Email: jfraire@csumb.edu

Signature: 
Email: amena@csumb.edu

Signature: 
Email: smackey@csumb.edu

Signature: 
Glen Nelson (Jun 7, 2022 14:24 PDT)
Email: gnelson@csumb.edu

**Otter Student Union
Operating Budget
2022-2023**

	Budget 21-22	Projected Actuals 21-22	Proposed Budget 22-23
Revenue			
Student Union Fees (after 4% charge/fees)	\$1,500,000	\$1,504,646	\$1,505,000
Meeting Room/AV Rentals & Fees	\$40,000	\$82,000	\$57,000
Tenant Lease (Dining/Campus Store)	\$160,000	\$160,000	\$120,000
Utility Recovery (Dining/Campus Store)	\$65,000	\$22,500	\$45,000
	<hr/>	<hr/>	<hr/>
Total Revenue	\$1,765,000	\$1,769,146	\$1,727,000
Expenses			
Services			
Payroll/Benefits	\$1,432,156	\$730,000	\$1,400,000
Operations			
Facility Utilities	\$247,465	\$125,000	\$194,000
Contractual Services	\$110,000	\$73,000	\$110,000
Maintenance Contracts	\$20,000	\$7,500	\$10,000
Custodial Contracts	\$130,000	\$85,000	\$130,000
CSUMB Facilities	\$0	\$12,000	\$15,000
Administrative			
Printing	\$1,500	\$800	\$1,500
Supplies	\$20,000	\$12,000	\$20,000
Telephone	\$2,500	\$500	\$500
I/T Hardware	\$0	\$5,050	\$2,500
Non-Capital Equipment	\$10,000	\$9,000	\$10,000
Uniforms/Branding	\$10,000	\$4,000	\$10,000
Advertising/Promotion	\$6,000	\$4,000	\$6,000
Hospitality	\$13,000	\$4,000	\$9,000
Memberships/Subscriptions	\$5,000	\$2,834	\$5,000
Admin Expense	\$60,000	\$60,000	\$60,000
Professional Development	\$15,000	\$5,000	\$7,000
Travel	\$23,000	\$7,000	\$22,000
Accounting/Audit Fees	\$7,100	\$11,050	\$12,000
Insurance Premium	\$165,000	\$163,572	\$84,765
Employee Recruitment	\$9,000	\$1,005	\$2,000
	<hr/>	<hr/>	<hr/>
Total Expenses	\$2,286,721	\$1,322,311	\$2,111,265
Difference	-\$521,721	\$446,835	-\$384,265