



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

Friday, June 6th, 2025

1:30 PM - 2:45 PM

Zoom

<https://csumb.zoom.us/j/87673577270>

I. CALL TO ORDER

Lesley Solano motions to start the meeting.

Meeting started at **1:32 PM**.

II. ROLL CALL

Board Directors:

- a. Lesley Solano, Chair - Present
- b. Jianshan Chen Khalsa, Vice Chair - Present
- c. Phillip Gianino, Treasurer - Present
- d. Sarah Walter, Secretary - Present
- e. Jasmyn Meyer, Student Director - Present
- f. Milo Drake, Student Director - Present
- h. Thomas Nigro, Student Director - Present
- i. Blanca Herrera, Student Director - Present
- j. Ashley Hancock, Student Director - Absent
- k. Izabella Zavala, Student Director - Absent
- l. Carisse Ballard, Alumni Representative - Present
- m. Babita Gupta, PhD, Faculty - Present
- n. Jenny McAdams, Community - Present
- o. Jeff Rensel, OSU Director - Present
- p. Ben Corpus, VP for EMSA - Present

III. APPROVAL OF AGENDA 06.06.25

Lesley Solano asks for approval for agenda items.

Lesley Solano motions to approve.

All approved the motion.

The motion passes 11-0-0 at **1:34 PM**.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

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

Lesley Solano motions to approve.

Phillip Gianino seconds the motion.

The motion passes 11-0-0 at 1:35 **PM**.

V. BUSINESS ITEMS

A. Monthly Meeting/Agenda

Sarah Walter presents

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

1:35 PM

- 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 of the public were present.

1:36 PM

C. Introductions

- a. Introduction of new OSU Board members for 2025-2026
 - i. Welcome

D. Committee Updates

Lesley Solano Presents

- a. Art Committee
 - i. Ideas for next year, committee will continue for FY 25/26
 - ii. Establish a committee for next year
 1. Milo Drake, Jasmyn Meyer, and Arshpreet Kaur expressed interest in participating on the Art Committee.
 - iii. Wrapped up Otter Alebrije Mural, excited to offer this to the CSUMB community.

Carisse Ballard & Philip Gianino Present

- b. Audit Committee
 - i. We had a clean audit, and the new fiscal year audit has begun.
 - ii. The RFP for a change in audit firms, as part of the required rotation. Request was made for a one-year extension for the use of Glenn Berdette as audit firm.

- iii. Next audit committee meeting is to be scheduled. Adan Olague (25/26 Treasurer) will be part of the committee when it starts in July.

Philip Gianino, Jeff Rensel, Dr. Ben Corpus, Michal-Anne Miller Presents

c. Budget Committee

- i. [2025-2026 Budget Proposal](#)
- ii. Philip Gianino: Budget assumes that full time positions are filled. OSU currently has an account balance of \$1.6 million and a donation balance of \$1,000. Any budget deficits will be addressed with retained earnings.
- iii. Philip Gianino: Our deficit has decreased. 3% increase in corporation/OSU contract. Over half of our expenses go directly to labor. Utility services and insurance premiums have a projected increase, as consistent with pattern. Reduction in travel and professional development due to cost-saving measures.
- iv. Dr. Ben Corpus: The increase in students means we have a higher volume to serve and need to invest more in programming.
 - 1. Vote to Approve Budget for 2025/2026
 - a. Jeff Rensel motions to approve the 2025/2026 Budget.
 - b. Phillip Gianino seconded the motion.
 - c. All approved the motion.
 - d. The motion passes 13-0-0.

Jianshan Chen Khalsa, Philip Gianino, Carisse Ballard, & Jeff Rensel Present

d. Policy and Procedure Committee

- i. [OSU Policy sunset and CSU Policy Adoption](#)
 - 1. Travel
 - 2. Procurement & Contracts Procedure
 - 3. Document Retention and Destruction
 - a. Vote to Adopt above Policies
 - i. Jeff Rensel motions to approve the policy changes with links to be added when they are available.
 - ii. Babita Gupta seconded the motion.
 - iii. All approved the motion.
 - iv. The motion passes 13-0-0.
- ii. [Maintained Policies](#) (need review)
 - 1. Board of Directors Application and Selection process
 - 2. Conflict of Interest Policy
 - 3. Delegation of Authority

4. Demonstrations Procedure
5. Disability Accommodations
6. Escheatment Policy
7. Governing Board Meeting Procedures Policy
8. Hospitality Policy
9. Individuals Under the Influence
10. Executive Officer Recruitment and Election Policy
11. Fair Employment
12. Political Policy
13. Reserves Policy - alignment to CO
14. Risk Management Policy
15. Technical Amendments Policy
16. Whistleblower
17. Wireless Devices for Business Use Policy

2:02 PM

E. Business Items

Lesley Solano-Alonso & Jeff Rensel Present

a. Old Business Items

i. Wonderfil updates

1. We have the results from the survey
2. [Proposal Document](#) and Scope of work is being discussed with the university. We are excited to partner with Housing and Basic Needs for this initiative.

ii. [WEPA](#) updates

1. Locations are being considered on the OSU 2nd floor for a summer 2025 launch. IT is procuring those units and looking for power and data connections. Every student will get approximately \$5 and then they can reload if they need more printing.

iii. Strangers Project Initiative

1. [The Strangers Project](#) initiative was launched on April 29th in the OSU with great success! The exhibit will continue to be on display on the 3rd floor of the OSU as an opportunity to empower student voices, foster a deeper sense of community, and help build empathy and understanding. The display has recently been updated with stories collected from Cal State Monterey Bay campus submissions. Please be sure to check it out! We are excited to offer this power platform and interactive exhibit for student and staff voices.

2. We have incorporated 70+ stories from CSUMB, which are on display and will be shared with Brandon (project founder).

Lesley Solano-Alonso & Jeff Rensel Present

a. New Business Items

i. Fall Guest Speakers discussion

1. Possible guest speakers for the upcoming year: Facilities, CSUMB President, Dining, Monterey Bay Aquarium, Hector Mendoza Anguiano from Department Visual & Public Arts.

ii. Selection Committee

1. New Slate has been appointed by the President.
2. Proposal to add student to board as appointment (Jeff)
 - a. Flavio Cuevas Jr.
 - i. Vote to appoint Flavio as an additional Student Director for the 2025/2026 slate.
 1. Closed Session to discuss Flavio's Application.
 2. Lesley Solano motions to approve Flavio's appointment.
 3. Phillip Gianino seconds the motion.
 4. All approve the motion.
 5. The motion passes 13-0-0.
3. First meeting of next year will be held at the start of the fall semester (details to come) and we will work to find a new meeting time that works for everyone then.
4. OSU Board retreat tentatively scheduled for Saturday, August 30 (discussion).
 - a. There may be conflicts with the date, more to come.

iii. OSU Annual Report and year in review

1. [Re-Cap video](#)
2. [2024-2025 Accomplishments/Data](#)

iv. OSU Board Thank you

2:28 PM

Ashley Hancock and Izabella Zavala Present

- b. 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.*
 - i. Postponed to next meeting.

2:28 PM

VI. OSU UPDATES

Jeff Rensel, Director-OSU, Presents

- A. The OSU will be hosting New Student Orientation on the following dates: June 20, 21, 23 (Transfer Students) and June 26, 27, 28, 30 (First-Time Freshmen)
- B. We are gearing up for Fall 2025 Otter Days programming to include Late Night with the OSU, Dive-in Movie Night, and Esports Mario Kart Tournament.
- C. The OSU will be opening on select Saturdays during the summer to accommodate campus tours and Orientation programs. Starbucks is open for the summer, Monday - Friday, 8am - 2pm.

2:31 PM

VII. OC3 UPDATES

Jeff Rensel, Director-OSU, Presents

OC3 Team is out today. Here are their updates:

- A. Working on allocating budgets for the 2025/2026 Academic Year (separate from OSU, like a sibling program)
- B. Gearing up for our training pro-staff training in late July and our student staff training in mid-August
- C. Gearing up for Summer Orientation programs.
- D. Working on OSU Annual Report

2:32 PM

VIII. ANNOUNCEMENTS

- A. Props to the board for a record annual meeting time.
- B. Thank you from Lesley, this is her last official board meeting! Props to our graduates.

2:33 PM

IX. ADJOURN

Lesley Solano motions to adjourn the meeting.
Sarah Walter seconds the motion.
All approved the motion.
Meeting adjourned at **2:34 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

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 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 2, 2025

TO: OSU Board of Directors

FR: Jeff Rensel, Director, Otter Student Union
Philip Gianino, OSU Board Treasurer

CC: Alan Fischer, Interim VP of Administration & Finance/Chief Financial Officer
Ben Corpus, VP of Enrollment Management and Student Affairs
Michal-Anne Miller, Associate VP of Finance

RE: OSU 2025-2026 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 2025-2026 as follows:

The Otter Student Union (OSU) Budget draft for 2025-2026 consists of an Operating Budget composed of three columns: the 2024-2025 Budget, projected 2024-2025 Actuals, and proposed 2025-2026 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 2025-2026 budget.

Points of emphasis for the 2025-2026 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 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 \$1,627,259 (as of 05/30/25). These funds are intended to cover cash flow, operational needs, long-term facility planning, capital projects and deferred maintenance.
- The OSU currently has a Donation Fund account balance of \$1,103.
- Any projected budget deficit will be addressed by utilizing available retained earnings or designated rollover funds.

**Otter Student Union
Annual Budget Proposal
2025-2026**

	Budget 24-25	Projected Actuals 24-25	Proposed Budget 25-26
Revenue			
Student Union Fees (after 4% charge/fees)	\$1,100,000	\$1,506,000	\$1,500,000*
Meeting Room/AV Rentals & Fees	\$80,000	\$80,000	\$90,000
Tenant Lease (Dining/Campus Store)	\$149,216	\$149,216	\$156,716
Utility/Waste Cost Recovery	\$180,000	\$152,000	\$160,000
Student Information Center Support	\$120,000	\$120,000	\$115,000
Total Revenue	\$1,629,216	\$2,007,216	\$2,021,716
			*based on enrollment #s
Expenses			
Services			
Payroll/Benefits	\$975,000	\$1,200,000	\$1,200,000
Operations			
Facility Utilities	\$225,000	\$275,000	\$280,000
Contractual Services	\$100,000	\$100,000	\$100,000
Maintenance Contracts	\$25,000	\$25,000	\$25,000
Custodial Contracts	\$130,000	\$130,000	\$130,000
Administrative			
Printing	\$1,500	\$1,600	\$1,500
Supplies	\$25,000	\$30,000	\$25,000
Non-Capital Equipment	\$10,000	\$10,600	\$10,000
Uniforms/Branding	\$8,000	\$4,000	\$5,000
Advertising/Promotion	\$2,000	\$2,700	\$3,000
Hospitality	\$8,000	\$4,000	\$5,000
Memberships/Subscriptions	\$4,000	\$3,500	\$4,000
Admin Expense (CAP)	\$60,342	\$60,342	\$60,342
Service between Auxiliary	\$59,669	\$59,669	\$63,652
Professional Development	\$7,000	\$6,200	\$3,000
Travel	\$13,000	\$12,777	\$7,000
Accounting/Audit Fees	\$12,000	\$15,950	\$16,000
Insurance Premium	\$85,000	\$140,076	\$161,868
Employee Recruitment	\$1,000	\$1,082	\$1,000
Interfund Pension Loan Repay	\$2,300	\$2,300	\$2,300
Reserve Fund	\$75,000	\$75,000	\$75,000
Total Expenses	\$1,828,811	\$2,157,796	\$2,178,662
Difference	-\$199,595	-\$150,580	-\$156,946

OSU Policy and Procedures Committee



OSU Policy & Procedure Committee Recommendations for updates for OSU - June 6, 2025

Subject Otter Student Union Policies

Recommendation

Approve the sunsetting of four policies and approve three CSU policies that will replace the proposed sunsetted policies.

Background

The OSU strives to parallel University (CSU) policies and procedures as much as possible and, where applicable, to minimize confusion within the campus community. To further this commitment, the OSU will also adopt the same policies as the Corporation. The following four policies are proposed for sunsetting, and the OSU will adopt its pertinent CSU Policy:

Update #1: Travel Policy

<https://csumb.edu/media/csumb/section-editors/otter-student-union/Travel-Policy.pdf>

OSU Travel Policy will be sunsetted and replaced with the [CSU Travel Policy \(Travel and Business Expense Payments\)](#). There is no reason to have a separate policy. The OSU takes no exceptions to the proposed adopted CSU policy.

Update #2: Document Retention and Destruction

<https://csumb.edu/media/csumb/section-editors/otter-student-union/Document-Retention-and-Destruction-Policy.pdf>

The OSU Document Retention and Destruction policy will be sunsetted and replaced with the [CSU Records Retention and Disposition Policy](#) to ensure the OSU complies with legal and regulatory requirements and implements operational best practices. The OSU takes no exception to the proposed adopted CSU policy.

Update #3: Procurement & Contracts Procedure

<https://csumb.edu/media/csumb/section-editors/otter-student-union/Procurement-Policy.pdf>
<https://csumb.edu/media/csumb/section-editors/otter-student-union/Contracts-Procedure.pdf>

The OSU Procurement Policy and Contracts Procedure will be sunsetted and replaced with the CSU's General Provisions for Acquisitions of Goods and General Provisions for Acquisitions of Services.

OSU Policy and Procedures Committee

CSU Adopted Policies

OSU Policy Section No. 02

Issue Date: 06/06/2025

Previous #: 342419 Procurement Policy, 132719 Contracts Policy, 1102418 Travel Policy, 192618 Document Retention and Destruction

1) Purpose

The Otter Student Union will adopt CSU policies when there is no regulatory requirement for a separate policy. This will ensure compliance with legal and regulatory requirements and implementation of operational best practices.

2) Policy

The Otter Student Union will adopt the following CSU Policies:

Procurement

[General Provisions for Acquisitions of Goods](#)

[General Provisions for Acquisitions of Services](#)

Travel

[Travel Policy \(Travel and Business Expense Payments\)](#).

Records Retention

[Records Retention and Disposition Policy](#)

The Otter Student Union hereby adopts, in its entirety, the aforementioned policies.

3) Related Documents

[Delegation of Signature Authority](#)



OC3

the osu's
game night
end of year
celebration

2025

MINI



OUR 2024-2025 ACCOMPLISHMENTS

A/V technical services

Various highlights include:

- Facilitating the purchase of a brand new LED wall
- Expanding AV capabilities with new equipment in broadcast, lighting, projection.
- Hired a new professional staff

OSU AV provided technical services for the following events:

Werk Witch, Otterlands, APIDA Night Festival, Otter Statue Reveal, various external customer conferences, and continued support of OC3 programming, OSU Movie Nights and Otter Thursday.



OUR 2024-2025 ACCOMPLISHMENTS

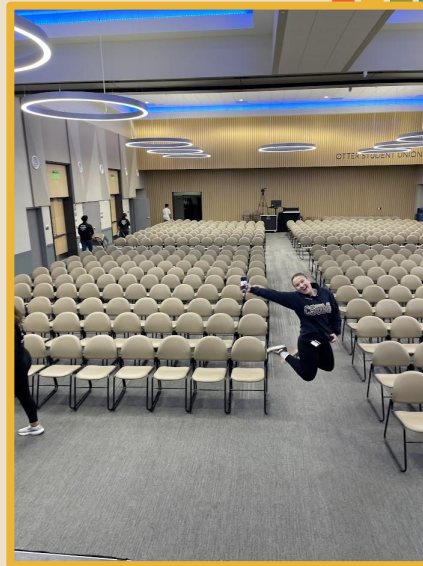


- Enhanced OSU's Instagram content strategy
 - OSU's Instagram: **4,774 followers*** (gained **1,002 since Spring 2024!**)
 - **382** Posts, **120** Reels, and over **650** Stories
 - Most viral Reel had **184k** plays reaching **119k** accounts with over **35k** interactions
 - Launched several new social media campaigns and created more engaging content featuring students and trends
- Provided photo/video and social media coverage at **91** events
- Created **17** videos including new **OSU BM Training videos** and new **Mini Monte telenovela mini series**
- Otter Welcome Center graphics designed by former student Tris were completed and installed
- Maria designed several major creative projects including the Otter Alebrije community mural
- Ame went to **ACUI Region I Conference** at Point Loma Nazarene University in San Diego, CA in November 2024
- Karina attended the **ACUI Annual Conference** in Times Square in New York City, NY in March 2025
- **41** internal and **3** external design requests*
- **159** digital display requests*
- Continued providing marketing, project management, and social media support to other CSUMB departments
 - Karina gave **5** presentations and had **11** meetings to help others

OUR 2024-2025 ACCOMPLISHMENTS

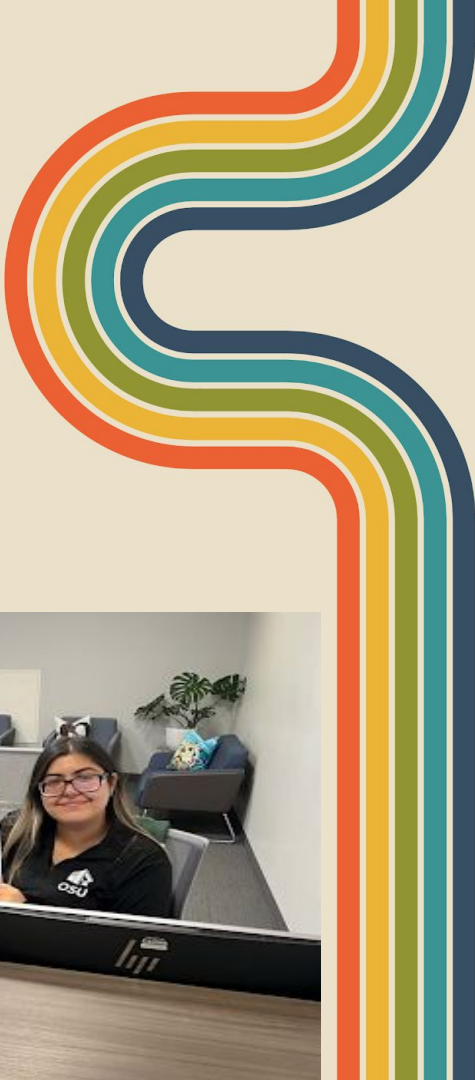
Operations & Facilities

- Marlena & 4 OSU student assistants attended the **ACUI Region I Conference** at Point Loma Nazarene University in San Diego, CA in November 2024.
- Diana and Marlena also attended the **ACUI Annual Conference** in Times Square in New York City, NY in March 2025.
- BMs & ES completed **348** total **setups** this academic year!
 - Fall 2024: **146**
 - Spring 2025: **202**
- We had a total of **24,353** visitors come to the **OSU Game Room** this academic year.
 - Fall 2024: **14,712**
 - Spring 2025: **9,641** (as of 4/28)



OUR 2024-2025 ACCOMPLISHMENTS

OSU Admin Office



OUR 2024-2025 ACCOMPLISHMENTS

otter student union

The Otter Student Union has had over
119,488 visits since July 2024

- Fall 2024 - **64,416**
- Spring 2025 - **55,072** (as of 4/25/25)

Otter Welcome Center Graphics Installation



Otter Statue Unveiling Ceremony

Spring 2025 Movie Nights:

Deadpool & Wolverine - Hosted by Student Life

Valentine's Day - Hosted by SELD/Swifties

Matilda - Hosted by Basic Needs

Pitch Perfect - Hosted by AS

Moana 2 - Hosted by Basic Needs

Clueless - Hosted by SHRL

Otter Esports - Valorant Tournament



OUR 2024-2025 ACCOMPLISHMENTS

OTTER CROSS CULTURAL CENTER

- Welcomed the Affinity Centers to our team: el Centro, HRC, RRPC, Undocu-Success, and APIDA
- Hosted **33** events in Fall 2024 with over **1,800** participants
- We have **44** events planned in Spring 2025 with over **1,400** participants (as of 4/22)
- New Programs: Black Student Welcome, APIDA Night Festival, and partner with SLI for the Ethnic Studies HS Conference



OUR 2024-2025 ACCOMPLISHMENTS

OSU BOARD OF DIRECTORS

- Hosted OSU Board Retreat in August to onboard new board members and kick-off the school year.
 - Completed a successful annual audit of the OSU Auxiliary organization.
 - Invited a variety of guest speakers and campus leaders to board meetings to engage in discussion.
 - Expanded study spaces for students in the OSU during Finals Week.
 - Passed resolution for improved governance and alignment of the OSU with CSUMB.
 - Promoted the OSU Customer Satisfaction Survey.
- “Nuestros Sueños Are Not Illegal” art exhibit collaboration with VPA
 - Wonderfil Refill & Renew Sustainability Pilot Event
 - OSU Community Otter Alebrije Mural - “Alebrije del Mar: Where Culture Swims and Spirit Soars”



GRADUATE RECOGNITION



Congratulations Class of 2025!



THANKS FOR
A GREAT YEAR!

We couldn't have done it without you!

