



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

Friday, March 7, 2025

1:30 PM - 2:45 PM

OSU Room 310 & via 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 - Absent
- f. Milo Drake, Student Director - Present
- h. Thomas Nigro, Student Director - Present
- i. Blanca Herrera, Student Director - Absent
- j. Ashley Hancock, Student Director - Present
- k. Izabella Zavala, Student Director - Absent (notified - personal matter)
- 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 03.07.25

Lesley Solano asks for approval for agenda items.

Lesley Solano motions to approve.

All approved the motion.

The motion passes 9-0-0 at **1:34 PM**.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

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

Lesley Solano motions to approve.

All approved the motion.

The motion passes 9-0-0 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.

B. Special Guests/Presentations:

- a. Special Guest: Derek Martin, Associate Director of Safety, Risk, and Sustainability
 - i.  OSU Board Presentation 3.7.25
 - ii. 3 large sustainable goals at CSUMB
 1. Carbon Neutrality by 2030
 - a. Launched a task force several months ago about how to meet this goal.
 2. Planting 2,030 trees by 2030
 - a. 832 trees so far. This year, funding sources have dried up so this goal is a little behind this year. Each tree costs about \$200.
 3. Zero waste - 90% by 2030
 - a. 37% diversion rate a couple years ago. Looking to build better education around diversion.
 4. AASHE Stars
 - a. Currently a silver rating, next report due April 2026 (800 questions long).
 - iii. We currently have 5 LEED buildings.
 1. All new construction will follow LEED standards (energy saving, less toxic chemicals, etc.)
 - iv. ReUse Store
 1. Every Wednesday 2-4 in Gavilan Hall they have rooms full of things from offices on campus that they give out for free. Spread the word!
 - v. Green Office Program - will be relaunching soon.
 - vi. Student Engagement
 1. Hired 2 students including an intern working on an electricity competition.
 - vii. What can students do?

1. Be vocal!
 - a. Admin cares what they hear about - communicate with the Sustainability Office what changes you want to see.
2. Food choices
 - a. What you eat is the most impactful thing you can do for the environment.
3. Waste
 - a. Think about what you are purchasing and where it will end up in the end.
4. Swag
 - a. As students, if you are going up to a table and not taking the free swag that you will throw away, it will impact what offices will bring at tabling. There are other ways to engage besides swag.

viii. Q&A

1. What other sustainability projects are you working on?
 - a. Green office program is very top of mind. Getting offices to understand where they land in their responsibilities with their own events/practices. Previous program was very cumbersome, office is looking to gamify the program (ex: different levels for the offices).
 - b. Launched a task force on transportation planning - goal is to reduce the amount of cars, encourage walking & biking.
 - c. Reimagining sustainability office communication plan to better amplify what the sustainability office is doing.
 - d. Starting to work on sourcing solar powered benches for campus with a company called [Blue Bolt](#). They are standalone benches and have wireless chargers and USB ports so students can charge their phones on campus. Locations of benches TBD.

- ix. Derek's contact information for any questions/speaker requests:
dermartin@csumb.edu

2:00 PM

C. 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.

2:01 PM

D. Committee Updates

Lesley Solano Presents

- a. Art Committee

- i. Otter Mural

1. The Art Committee has met, and is making progress on the mural design with the help of Maria Ruiz and Karina.
 - a. We are working on putting together a [Purpose Statement](#) for when we present the mural as well. It will be a statement from the artist as well as the board.
 2. We are in contact with both VPA and HDS to see who will be able to assist with the actual execution of the mural.
 3. Looking to purchase this large 48"x60" [Canvas](#). This would make a [12ft x 5ft Otter Mural](#).
 4. Timeline we are looking at for completion of the mural is the end of April - between the 17th & the 30th (but either complete or not started by Admitted Otter Day, not mid-project). Looking at a week day.

- ii. Alumni - Otter statue sculpture

1. The unveiling is scheduled for Thursday, April 17th, 12pm during Otter Thursday.
 - a. Statue Info: A new, nine-foot-tall bronze statue will serve as the heartbeat of pride for Cal State Monterey Bay and be a place to start new traditions of selfies with the statue, touching the bronze paw for "good luck" and sharing our Otter Raft with our community.
 2. We would love to see the board participating on that date.
 - a. If you would like to RSVP to the unveiling signup here: [Otter Statue Unveiling RSVP](#)

- iii.

Phillip Gianino & Carisse Ballard Present

- b. Audit Committee

- i. Auxiliary Audit Committee scheduled for Friday, May 9th, 10-11am.
 - ii. No updates for now.

Phillip Gianino Presents

c. Budget Committee

- i. Midyear review
- ii. Surplus for Spring 2025 will be \$1.1 million
- iii. Actual revenues \$149,000 - above budget due to one-time adjustment in cost recovery.
- iv. Several revenues, including events revenue, are not fully collected just yet.
- v. Maintenance contracts just under \$11,631 (very close to budget) because we had an unexpected fire inspection.
- vi. Actual supply cost higher than expected due to a new way of recording costs for maintenance supplies. Will be corrected in next year's budget.
- vii. After OSU construction, there were bond proceeds that were supposed to be used for construction that were sitting in the Chancellor's office. Those will be transferred to us into our bond, and we will funnel the money into a reserve.

Philip Gianino Presents

d. Policy and Procedure Committee

- i. No date going forward.

Jeff Rensel Presents

e. OSU Board Selection Committee

- i. OSU Board Recruitment - timeline and tabling:
- ii. March 3 - Recruitment begins
 1. The OSU Board application is live on our recruitment site: <https://csumb.edu/osu/apply/>
 2. Here is the updated 2025/2026 application: [Otter Student Union Board of Directors - Student Director and Executive Board Application Academic Year 2025/2026](#)
- iii. March 3 to April 4 - Recruitment tabling/presentations - Otter Thursday, ICC, SCC
 1. We have some upcoming tabling opportunities for folks to sign up to promote both the applications and the survey. We would love it if everyone could get involved and help us out in these promotion efforts!
 2. Sign up here: [Spring 2025 OSU Board Recruitment & OSU Satisfaction Survey Tabling](#)
- iv. April 4 - Application deadline
- v. April 7 to 18 - Interviews & Selection Process
- vi. Slate presented at the May board meeting

- vii. The Marcomm Team is also hoping to create some social media content with our board members.

2:18 PM

E. Business Items

Lesley Solano-Alonso & Jeff Rensel Present

a. Old Business Items

- i. The board is still considering an OSU Board Community Service project in the Spring 2025 semester.
 - 1. Jeff will have some opportunities for us very soon.
- ii. Otterlands
 - 1. We have an artist and two local openers! We will start promoting the artist soon. There will be screen printing and some other advertising soon.
 - 2. Date: March 21st
- iii. AS Elections Committee
 - 1. Thomas cannot be a double representative. Exec Board will take turns attending the meetings that take place on Wednesdays at 5pm in 210.
 - 2. The next election is coming up next Tuesday. The watch party will be soon after. If you attend the results release party you could win a Round 1 prize package.
- iv. Wonderfil
 - 1. OSU is still interested in offering bulk supplies and refills stations, per discussion at the summer retreat. This may be a collaboration with Sustainability, Basic Needs, and/or Associated Students. Jeff previously introduced a Vendor opportunity: [Wonderfil](#)
 - 2. The Otter Student Union is working with Wonderfil in setting up a one day stand-alone "One Pilot Refill Station" in our facility utilizing one of their sample units, where we can do the following:
 - a. Introduce Wonderfil and the refill program
 - b. Survey/Assess student interest and experience
 - c. Offer a 1-day refill for interested students and CSUMB community members.
 - d. If successful, we think this could help with and have good information to possibly launch the amenity program on campus.
 - 3. [Proposal from Wonderfil](#)
 - a. Board Feedback:

- i. What dates do we think would work best?
 - 1. April (Sustainability Month) on an Otter Thursday
- ii. What products do we want to offer?
 - 1. Personal hygiene items - shampoo, conditioner, soap
 - 2. Possibly all 3 (Jeff will look at costs)
- iii. Costs -
 - 1. Do we want to structure it so that participants pay, or we (OSU) cover the costs for this and offer the free-fills on that day?
 - a. The board does not want to pass on the cost to the students.
 - b. Considering focusing on products made in the US
 - 2. Do we want to provide the free refillable bottles to participants? (added cost)
 - a. Derek suggested we can set up a collection site for students to turn in empty bottles
- iv. Survey -
 - 1. Is there anything specific we want to include on a survey for the event?
 - a. Survey during and after the event.
- v. Site?
 - 1. OSU since we are holding the event on Thursday

2:32 PM

b. New Business Items

Milo Drake Presents

- i. Extending the eSports Lounge hours
 - 1. Milo has been recommending the eSports lounge and students have provided feedback that the times for the lounge are incompatible with when students want to play

games. Recommendation is for extension to 12am/1am. Additionally, it is recommended to have more consistent hours.

2. SELD operates the eSports lounge and the day to day is done through MSF - limited funds. If additional funding is found, we can look at extending hours. We could test pilot extending the hours to 10:45pm or include it as a survey item. Jeff will discuss this with Dan and look for the data about how late students stay.

Ashley Hancock Presents

- c. 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. Suggestion to have more consistency with and longer eSports lounge hours
 - ii. Requests for paper towels available for microwave use
 1. Operations team to inquire and discuss
 - iii. Request for Initial D Arcade Stage Zero in the arcade room
 1. Operations team to inquire and discuss
 - iv. Request to keep the night walk numbers available
 1. Maybe a stand up sign at the information desk.

2:39 PM

VI. OSU UPDATES

Jeff Rensel Presents

- A. The Otter Esports Lounge is hosting a Valorant Esports Tournament on Sunday, March 16th from 12pm - 6pm. Invitations are being extended beyond the campus to local community colleges and universities.
 - a. Tournament Registration link: <https://challonge.com/CSUMBValorant>
 - b. MyRaft Event to watch the tournament: <https://cglink.me/2hz/r1952393>
- B. OSU Wellness Initiatives (Feb/March/April)
 - a. Blue in the OSU - The OSU is hosting Blue the Therapy Dog on the following dates:
 - i. 2/27, 3/27, 4/24
 - ii. 1pm - 2:30pm, OSU 2nd Floor
 - b. Otter Coloring Corner
 - i. De-stress and unleash your inner artist at the Otter Coloring Corner! Coloring is a great way to reduce stress, improve focus, and promote mindfulness.

- ii. Dates/Times = 9am - 9pm during the following weeks:
 - 1. Week of March 3-7
 - 2. Week of April 7-11
 - 3. Week of May 5 -9
- c. Otter Hugs Wall/Inspiration Wall
 - i. We're launching an Otter Hugs Wall/Inspiration Wall to help build a stronger community, one positive message at a time! It will be a "take what you need, give what you can" message board set-up in the lobby.
 - ii. Scheduled dates: April 14 - 28
 - iii. Awaiting the wall to arrive
- C. EMSA/OSU is purchasing a large LED wall in support of campus wide events.
- D. Save the Date for the OSU End of the Year Celebration
 - a. Wednesday, April 30th, from 5-7pm in the OSU Ballroom
- E. OSU Furniture Updates - We are evaluating some enhancements to the furniture offerings in the OSU and have some recommendations/options to share from [SCI Custom Furniture](#).
 - a. [Personal Hub - \\$6,210/Hub](#), includes custom upholstery, cup holder, charging ports, lighting, and lockable rolling casters. [Possible locations](#).
 - b. [Wooden stairwell seat cushions](#) - \$6,792.64/seat cushions with velcro in various sizes to cover the stairwell.

2:45 PM

VII. OC3 UPDATES

Rudy Medina, Director of OC3, Presents

- A. International Womxns Day - Happening Today, March 7th.
 - a. Accelerating Action: Student Panel & Brunch 10:00am-11:30am
 - b. Círculo with Campesina Womb Justice 12:00pm-1:30pm
 - c. Reset. Rewind, Restore: Yoga & Radical Rest 2pm-3pm
 - d. A Day without Lesbians is a Day without Sunshine 2pm-3pm
 - e. Channeling our Inner Goddess: Ceramic Sculptures 3:30p-5pm
 - f. All Gurl's Dance Party 7pm-10pm
- B. Upcoming events:
 - a. Wednesday, March 12th - Reclaiming the Pit, 1-3pm
 - b. Thursday, March 13th - APIDA Night Festival, 4pm -10pm
- C. Affinity Ceremonies - almost at 200 registered
 - a. Friday, May 2nd - Rainbow Ceremony 6:00 PM
 - b. Saturday, May 3rd - Family Friendly Affinity Ceremony 11:00 AM
 - c. Saturday, May 3rd - Native American Affinity Ceremony 5:00 PM
 - d. Sunday, May 4th - UndocuOtter Affinity Ceremony 11:00 AM

- e. Wednesday, May 7th - Students with Disabilities Affinity Ceremony 6:00 PM
 - f. Thursday, May 8th - Veterans Affinity Ceremony 6:00 PM
 - g. Friday, May 9th - Latiné Affinity Ceremony 5:00 PM
 - h. Saturday, May 10th - APIDA Affinity Ceremony 5:00 PM
 - i. Tuesday, May 13th - Black/African Affinity Ceremony 6:00 PM
- D. Updates:
- a. SFAC Proposals
 - i. Submitting proposals for affinity ceremonies, staff costs, programming, etc.
 - b. Updates of Websites
 - i. The OC3 CSUMB Webpage had to be updated to be in compliance with Prop 209 - Affirmative Action.

2:47 PM

VIII. ANNOUNCEMENTS

- A. Speakers for next meetings (Sarah)
 - a. April - Dining Presentation - Angelo Casiano
 - b. May - Student Affairs - Dr. Ben Corpus
- B. Otter Kitchens 'Foodie Favorites' Survey: Otter Kitchens is launching the Foodie Favorites survey to explore your dining preferences. Your feedback will guide our decisions on new dining options and improvements to better serve the CSUMB community. Rate your favorite cuisines, select your preferred restaurants, and share feedback on existing on-campus dining brands. Please take just three minutes to share your thoughts! [Complete survey](#)

2:48 PM

IX. ADJOURN

Lesley Solano motions to adjourn the meeting.
Jeff Rensel seconds the motion.
All approved the motion.
Meeting adjourned at **2:48 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 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.

Sustainability @ CSUMB

Otter Student Union Board Presentation





A little about me:

- Grew up in Cleveland, OH
- Bachelor's & Master's in Accounting at Eastern Michigan University
- Accountant at the University of Michigan
- Master's in Sustainable Systems at the University of Michigan
- Worked on an organic fruit and vegetable farm in Denmark
- Built aquaponics systems in Peru
- Asst. Director of Sustainability at Susquehanna University
- Built a study abroad program to Singapore
- Sustainability Programs Manager at UC Santa Cruz

Sustainability @ CSUMB

To create and maintain conditions under which humans and nature can exist in productive harmony, that permit fulfilling the social, economic and other requirements of present and future generations.



**Carbon
Neutrality**



**Plant 2,030
trees**



**Zero
Waste**



**AASHE
STARS**

OTHER SUSTAINABILITY INITIATIVES

1. LEED Buildings

All new construction is built to LEED standards.

2. ReUse Store

Free for all, open Wednesdays 2-4 in Gavilan Hall room 307.

3. President's Sustainability Committee

Working on our sustainability goals, one working group at a time.

4. Sustainable Events Working Group

Responsible for the Sustainable Events Blueprint.

5. Green Offices

Reimagining the program.

6. Student Engagement

Student employment, internships, curriculum, and co-curricular opportunities.



WHAT CAN STUDENTS DO?



BE VOCAL



FOOD



JOIN



SWAG



WASTE



CONSUMPTION

DATE: 3/3/2025
OSU Board Budget Committee

Attendees: Philip Gianino, Jeff Rensel, Ben Corpus, Michal-Anne Miller

Agenda

1. Introductions - All
2. Review mid-year updates (see below) - Jeff/Philip
3. OSU Project - Bond Proceeds
4. FY 2025/2026 Budget Plan & Strategy
5. Open discussion

OSU Budget 2024-2025 Update

	FY23-24 Actual	FY24-25 Proposed	FY24-25 Actual	Description
Revenue (CSUMB fees)				
Student Union Fees (surplus)	\$23,368	\$0		Student Union Fee surplus
Student Union Fees	\$1,128,000	\$1,509,216	\$341,000	Student Union Fees for Fall & Spring (with bond payment and admin fees removed)
Revenue (OSU)				
Event Revenues	\$61,892	\$80,000	\$32,431	Meeting room rentals
Revenue (cost recovery/tenant leases)	\$137,121	\$120,000	\$149,216	Lease agreement for University Corporation contracted partners
Utility Recovery (UCorp)	\$18,597	\$50,000	\$53,575	Metered utilities for Campus Dining and Campus Store operations (back-charge)
Admin Revenues	\$5,930	\$7,000	\$2,594	8% Admin Fee
Total	\$1,374,908	\$1,766,216	\$578,816	
OSU Salaries, Wages, and Benefits				
Services: Payroll/Benefits (salaries & wages)	\$800,851	\$1,000,000	\$620,924	Salaries & Wages
AOO				
Operations				
Utilities	\$170,847	\$194,000	\$104,375	Electric, Gas, Water, Sewer
Contractual Services	\$68,676	\$110,000	\$47,715	Landscape, Waste, Otter Days, Otterlands, Open House
Maintenance Contracts	\$9,570.00	\$12,000	\$11,631	Fire Safety System (Johnson Controls), TKE, Monterey Fire

Custodial Contracts	\$109,797.00	\$130,000	\$66,352	UG2 Custodial services + consumables
Pest Control	\$1,810	\$3,000	\$480	Pest control services
CSUMB Facilities Charges	\$11,381	\$18,000	\$16,759	CSUMB back charges for service (per MOU)
Capital Projects	\$0	\$0		
Administrative Expenses				
Printing	\$696	\$1,500	\$427	general printing/copier support
Telephone	\$0	\$500	\$0	telephone services
Supplies	\$10,349	\$16,000	\$18,485	general office supplies & supplies for facilities/maintenance
Non-Capital Equipment	\$4,777	\$10,000	\$8,707	AV equipment, meeting room equipment, furniture
Capital Equipment	\$0	\$0	\$0	equipment, furniture, etc. (\$5,000 or more)
Postage	\$3.00	\$500	\$0	internal postage costs
Travel	\$6,589	\$22,000	\$4,291	ACUI Annual & Regional Conference, AOA Annual Conference, NACAS
Professional Development	\$4,275	\$7,000	\$3,670	Professional Association Conferences (ACUI, AOA, NACAS)
I/T Hardware-Software	\$5,050	\$2,500	\$780	Laptops/Software
Advertising/Promotion	\$3,323.56	\$5,000	\$2,699	SWAG (pens, sunglasses, stickers), Social Media posts
Membership/Subscriptions	\$2,834.00	\$5,000	\$2,807	ACUI, AOA, Social Media subscriptions (Facebook/Instagram)
Employee Relocations	\$2,961	\$1,000	\$0	relocation expenses for new hires
Staff Recruitment	\$2,009.81	\$1,000	\$114	only needed for vacant positions
Hospitality	\$2,862.88	\$9,000	\$6,722	misc food, student training, staff retreat - winter celebration, end of year celebration
Professional Fees (UCorp)	\$60,000	\$60,000	\$60,000	Administrative Services agreement
Administrative Expense/Uniforms	\$3,195.09	\$10,000	\$2,062	Staff polos, jackets, nametags
Insurance Premium Expense	\$163,572	\$104,103	\$26,528	Insurance for OSU/BBC (updated for FY 24/25) - \$84,765 (Building/Campus 99) + \$19,338 (Liability, Property, Crime Premium), increase in premium applied 24/25 - \$26,528

Interfund Pension Loan Repay	\$2,300	\$2,300	\$1,150	Centrally Paid Indirect Costs (SU-SB84 Loan Repayment - \$575/quarter)
Accounting & Auditing Fees	\$11,050	\$12,000	\$10,200	OSU Audit (Glenn Burdette)
Operating Reserve Fund	\$0	\$75,000	\$75,000	per policy = 1 month of operating (approx. \$75k) - **see notes below
Total	\$1,458,778.99	\$1,811,403	\$470,954	

A photograph of a modern staircase with light-colored wooden treads and metal railings. The stairs lead up to a bright blue wall with a white circular light fixture. The image is partially obscured by a dark grey overlay on the right side.

CAL STATE UNIVERSITY MONTEREY BAY FOR Student Union Hallway & Stairwell

Cal State
Monterey Bay

This submittal contains:

- Personal Hub Options
- Stair Cushions

SCI | Create Custom Space
Katelin Happy | Market Director – Education
khappy@SCIconom.com | (779) 279-3762

PERSONAL HUB

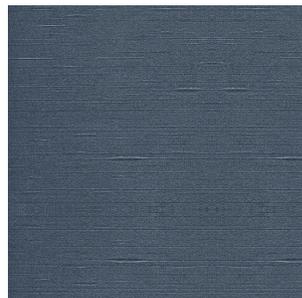
UPHOLSTERED BACK



FORMICA
STORM TEAKWOOD



CF STINSON
EQUATOR - BAYOU



CF STINSON
NISHIKI 2.0 - IMPERIAL



CF STINSON
NISHIKI 2.0 - PEACOCK

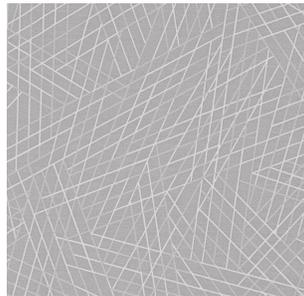
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PERSONAL HUB

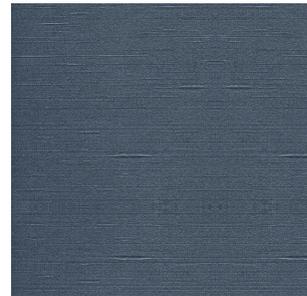
GRAPHIC BACK



FORMICA
STORM TEAKWOOD



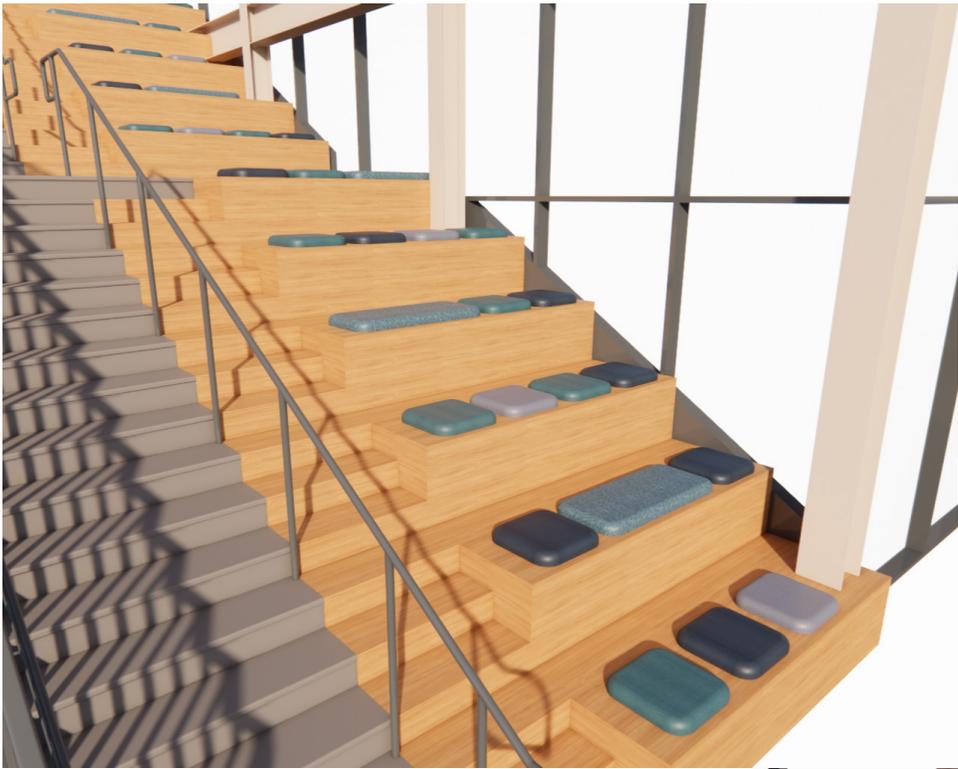
CF STINSON
VECTOR - ANGLE



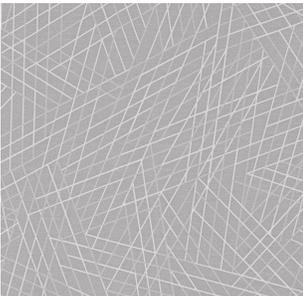
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NISHIKI 2.0 - IMPERIAL

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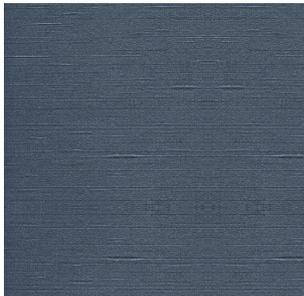
STAIR COUSHINS



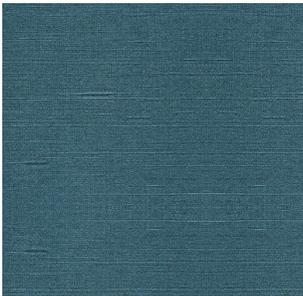
CF STINSON
VECTOR - PARALLEL



CF STINSON
VECTOR - ANGLE

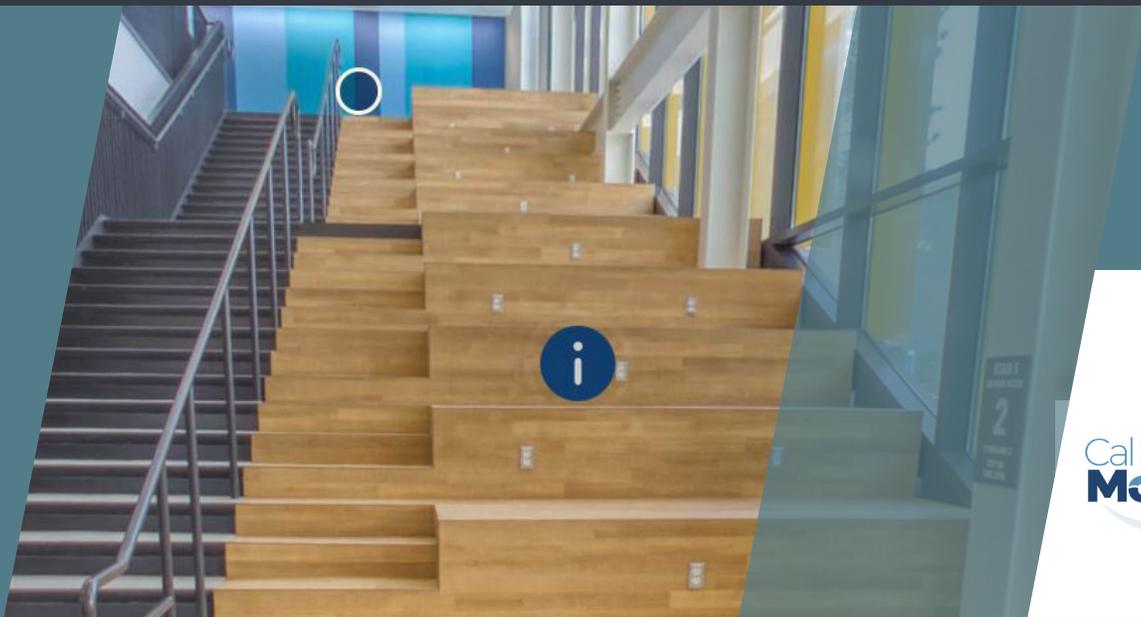


CF STINSON
NISHIKI 2.0 - IMPERIAL



CF STINSON
NISHIKI 2.0 - PEACOCK

SCI | Create Custom Space
Katelin Happy | Market Director – Education
khappy@SClcustom.com | (779) 279-3762



Cal State
Monterey Bay

Exquisite Style, Undiminished Quality