



OTTER STUDENT UNION AT CSU MONTEREY BAY

ANNUAL BOARD OF DIRECTORS ORGANIZATIONAL AND BUSINESS MEETING WEDNESDAY, SEPTEMBER 1, 2021 OTTER STUDENT UNION, ROOM

I. **CALL TO ORDER**

Time: 6:01pm

II. **ROLL CALL (1 minute)**

Board Directors

- a. Hamza Saleem, present
- b. Avalon Surrat, present
- c. Andres Mena, excused
- d. Smokey Heisey, present
- e. Jesus Floriano-Ramirez, excused
- f. Jiya Day, present
- g. Lesly Rocha, excused
- h. Nicole Hollingsworth, Alumni, present
- i. Dr. Babita Gupta, faculty, present
- j. Community, n/a
- k. Dr. John Fraire, VP of Student Affairs, present

III. **APPROVAL OF AGENDA 09.1.21 (1 minute)**

Avalon moves to approve agenda

Motion passes 1-0-0

IV. **APPROVAL OF MINUTES FROM 9.23.20 (1 minute)**

Avalon moves to approve minutes

Dr. John Fraire seconds

Motion passes 8-0-0

V. **OSU BUDGET & (15 minutes)**

Dr. John Fraire combines agenda item **V. and VI.**

Recap of last week's grand opening, Hamza spoke, we cut ribbon, news coverage, etc. Congratulations on an outstanding job for this event.

A. OSU seeking to fill the Director position, two candidates appeared in front of the OSU community panel last week. OSU is also seeking to fill Operations Specialist position for someone to oversee day-to-day technical details. Talked about OC3 vacancies, positions will be linked with Student Affairs and work with VP Dr. John Fraire: coordinators and associate directors.

B. Mention of dining commons

C. Moves on to OSU Budget 6:09pm.

Estimated revenue: \$5,209,000.00

-Student fees (6500 x \$350/semester)

-Vendor Rental (starbucks, dining, events in community, department rentals)

-Lease agreements

-University (covering utilities and the payroll for SA jobs)

Estimated expenses: \$5,523,092.00

-Salaries (\$1,281,092)

-Utilities (\$275,000)

Adjusted from previous estimates and insight from building contractors

-Contracts (\$567,000) custodial, etc.

-Misc. (\$191,000) travel, hospitality, etc.

-OSU Construction State Bond (\$2,912,000) from the state, used to build

-University Loan (\$296,333) used to build

Operating in deficit. University was not anticipating a decrease in enrollment. Concludes overview of budget. Following up on how we are doing with our bond payments, checking to see if utilities match cost projections. Dr. Babita Gupta asks if this is the first time that the OSU has operated in the red, Hamza states that historically the OSU exceeded its budget. Dr. Babita Gupta asks about the possibility of the University providing grants (one time use). Dr. John Fraire, Hamza, Dr. Babita Gupta continue conversation regarding repayment of bonds and accepting assistance from an economic perspective.

Conversation of whether certain departments are still rent-free.

Nicole Hollingsworth motions to ask how the Board of Directors can help with the deficit at 6:23pm

BOD not expected to go seek business per say, but continue to function as great board member, asking appropriate questions to improve efficiency and stay engaged,

Smokey Heisey inquires about marketing budget and allocation to outreach, Dr. John Fraire motions to add a presentation about marketing budget for community outreach to the next agenda. Homza adjourns this agenda item.

VI. ~~OSU UPDATES (10 minutes)~~

VII. INTRODUCTIONS

Nicole Hollingsworth, Alumni Board Member

-

6:25pm

Dr. Babita Gupta, Faculty Board Member

-Professor of 25 years, Information Systems Professor, AASCB

6:30pm

ANNOUNCEMENTS (10 minutes)

No announcements

VIII. ADJOURN

Nicole Hollingsworth motions to adjourn the meeting

Meeting adjourns at 6:34pm

*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.

Recommended Bylaw Changes (see Section 5.3 of OSU bylaws):

OSU shall provide two directors of the board to the CSUMB Auxiliary Audit Committee, one of which will be the OSU Treasurer. The second director of the board provided to the audit committee will be selected by the OSU Director in conjunction with the Chair of the OSU Board.

~~At all times that OSU is required by applicable law to have an independent audit, or at any time the OSU voluntarily chooses to do so, OSU shall have an Audit Committee consisting of at least two Directors of the board. The committee may include non-voting advisors. Directors of the Board who are employees of OSU or who receive, directly or indirectly, any consulting, advisory, or other compensatory fees from OSU (other than for service as OSU Director) may not serve on the Audit Committee. The Chair and Treasurer may serve on the Audit Committee only if such persons are volunteers and are not compensated by the OSU.~~

The Audit Committee shall perform the duties and adhere to the guidelines set forth from time to time by the auxiliary boards at CSUMB. These duties can include, but are not limited to: (i) assisting the Board in choosing an independent auditor and recommending termination of the auditor, if necessary, (ii) negotiating the auditor's compensation, (iii) conferring with the auditor regarding OSU's financial affairs, (iv) reviewing and accepting or rejecting the audit, (v) recommending non-audit services by an independent accounting firm, and (vi) ensuring that such services conform to appropriate standards.

~~The Audit Committee shall not receive compensation for the services on the Audit Committee.~~

~~If the OSU has a Finance Committee, a majority of the members of the Audit Committee may not concurrently serve as members of the Finance Committee, and the Chair of the Audit Committee may not serve on the Finance Committee.~~