

**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**ANNUAL BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING  
WEDNESDAY, APRIL 22ND, 2020  
6:00 PM - 7:00 PM  
VIA ZOOM**

**I. CALL TO ORDER**

Time: 6:04

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

Board Directors

- a. Ashley Smith, Present
- b. Trevor Peterson, Present
- c. Hiovanni Gonzalez, Present
- d. Ian Kyle Contreras, Present
- e. Dr. Chelsea Buffington, Present
- f. Konnor Callihan, Present
- g. Zoë Carter, Alumni, Present
- h. Dr. Chi-Chun Chou, Present
- i. Cinthia Kneemeyer, Present
- j. Dominique Paneda, Present
- k. Hamza Saleem, Present
- l. Christy Underwood, Present
- m. Noah Wuollet, Present

**III. APPROVAL OF MINUTES FROM 3.18.20 (1 minute)**

Ashley motions to amend the agenda to read “Approval of Minutes From 3.18.20”.

Hamza seconds.

Motion passes to amend the agenda to read “Approval of Minutes from 3.18.20”.

Noah motions to approve the minutes from 3.18.20.

Zoe seconds.

Motion passes to approve the minutes from 3.18.20.

**IV. APPROVAL OF AGENDA 4.22.20 (1 minute)**

Hamza motions to amend the agenda to read “Approval of Agenda 4.22.20”.

Dominique Seconds.

Motion passes to amend the agenda to read “Approval of Agenda 4.22.20”.

Noah motions to approve the agenda for 4.22.20.

Ashley seconds.

Motion for approval of 4.22.20 agenda passes.

**V. 2020-2021 OSU BUDGET (5 minutes)**

There are currently enough funds to cover the entire budget for our next academic year.

Hamza motions to approve the budget.

Noah seconds the motions to approve the budget.  
The motion to approve the budget passes.

## **VI. INTRODUCTION OF NEW BOARD (15 minutes)**

Jaren Learly is introduced as our new upcoming chair.  
Hamza Saleem is introduced as our new upcoming vice chair.  
Alejandro Robles is introduced as our new upcoming treasurer.  
Mayra Ortiz is introduced as our new upcoming secretary.  
Marie Alonzo is introduced as a new student director.  
Darchelle Burnett is introduced as a new student director.  
Madeline Humbert is introduced as a new student director.  
Hector Rubio is introduced as a new student director.  
Zoe Carter is reappointed as alumni director of the board.

## **VII. OSU UPDATES AND UPCOMING EVENTS (10 minutes) -OSU Staff**

Construction on the new OSU building has stopped and there is no concrete finish date due to the pandemic.

We are waiting on completion of shipment of certain materials in order to continue construction.

OSU has been hosting virtual programs for all students, staff and faculty.

Please keep an eye out for upcoming events via email and OSU weekly newsletters.

[There is a OSU virtual programming page.](#)

OSU will be collaborating with other departments in creating an event regarding various political issues outside of COVID-19.

OC3 has collaborated with various organizations on campus and have successfully planned virtual programs.

On Thursday, there will be a Ramadan 101 workshop being held.

Next week, OC3 will be hosting a program with APIA regarding cultural appropriation.

The following week, OC3 will be hosting a self-care week.

Affinity grads will be moved online and will become live on May 15th 2020.

## **VIII. ADJOURN**

Time: 6:54 pm

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org).  
Please submit by 12:00pm 1 week and 1 day prior to the next meeting.

\*Electronic submissions of agenda items:

- Email Secretary at [secretary@otterstudentunion.org](mailto: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](mailto: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 APRIL 22ND, 2020  
6:00 PM - 7:00 PM  
VIA ZOOM MEETING**

[List of Attachments](#)

1. Minutes from 3.18.20 Board meeting
2. 2020-2021 OSU Budget

## OTTER STUDENT UNION AT CSU MONTEREY BAY

### BOARD OF DIRECTORS ORGANIZATIONAL AND BUSINESS MEETING WEDNESDAY, MARCH 18TH, 2020 6:00 PM - 7:00 PM Room 120, Student Center

#### I. CALL TO ORDER

Time: 6:03pm

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

Board Directors

- a. Ashley Smith, Present
- b. Trevor Peterson, Present
- c. Hiovanni Gonzalez, Present
- d. Ian Kyle Contreras, Present
- e. Dr. Chelsea Buffington, Present
- f. Konnor Callihan, Present
- g. Zoë Carter, Alumni, Present
- h. Dr. Chi-Chun Chou, Present
- i. Cinthia Kneemeyer, Present
- j. Dominique Paneda, Present
- k. Hamza Saleem, Present
- l. Christy Underwood, Present
- m. Noah Wuollet, Present

#### III. APPROVAL OF MINUTES FROM 2.12.20 (1 minute)

Ashley motions to approve meeting minutes from 2.12.20.

Ian motions to approve meeting minutes from 2.12.20.

Motion passes.

#### IV. APPROVAL OF AGENDA 3.18.20 (1 minute)

Ashley motions to approve the agenda for 3.18.20.

Hamza seconds to approve the agenda for 3.18.20.

Motion passes.

#### V. STAFF INTRODUCTIONS (5 minutes)

Karina and Laura introduce themselves to the board.

#### VI. OSU 2020-2021 BOARD RECRUITMENT (5 minutes)

Interviews are currently being conducted.

Interviews will possibly end Friday.

Recommendations will be put forth by the next meeting.

#### VII. RISK MANAGEMENT POLICY (10 minutes)

Policy regards emergency management.

Provides default guidelines and procedures for certain emergency situations.  
Based on other CSU guidelines and policies.

Noah motions to approve risk management policy.  
Dominique seconds to approve risk management policy.  
Motion passes.

## **VIII. OFFICER COMPENSATION DISCUSSION (25 minutes)**

Closed session.

## **IX. OSU UPDATES AND UPCOMING EVENTS (10 minutes) -OSU Staff**

Many upcoming events have been postponed due to COVID-19.  
OSU is transitioning to virtual programming and is open to the public.  
All virtual events can be found through the csumb dashboard.

Link: <https://csumb.edu/osu/virtual-programming>.

DACA webinar is cancelled due to COVID-19.  
OSU building construction will continue.

## **X. ADJOURN**

Time: 6:42pm.

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org).  
Please submit by 12:00pm 1 week and 1 day prior to the next meeting.

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**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING  
WEDNESDAY MARCH 18TH 2020  
6:00 PM - 7:00 PM  
Room 120, Student Center**

**List of Attachments**

1. Minutes from 2.12.20 Board meeting
2. Risk Management Policy

**SECTION: POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

**SUBJECT: RISK MANAGEMENT**

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**PURPOSE:** The purpose of this policy is to provide guidance for the Otter Student Union regarding the management of risk.

**EFFECTIVE DATE:** [Date]

**HISTORICAL:**

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**Risk Management Policy**

**I. Introduction**

A. The purpose of this policy is to protect the interests of the Otter Student Union (OSU) by providing a safe environment for members of the OSU, its employees, guests and other participants in activities and services provided by the OSU. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

**II. Definitions**

A. For the purposes of this policy:

1. Risk Management: forecasting and evaluation of risk together with the identification of procedures to avoid or minimize their impact.
2. Business Continuity: an organization's ability to ensure operations and core business functions are not severely impacted by a disaster or unplanned incident that takes place.
3. Do No Harm: the premise that it may be better to NOT do something or to do nothing at all at the risk of causing more harm than good.

**III. Policy**

A. It is the policy of the OSU to manage risk related to activities in which it is engaged. The OSU staff shall identify, analyze, and manage activities and programs to ascertain that effective procedures are in place or developed for programs of the OSU.

IV. Policy Guidelines

- A. Professional staff may be delegated authority and responsibility by the Director of OSU to carry out this policy in routine programs.
- B. The Director of OSU may consult with appropriate specialists before approving any program that can be defined as new, unusual, or suggesting risk to the Otter Student Union.
- C. Specific procedures for implementing risk management strategies will be developed according to best practices from the CSU system and other professional organizations similar to OSU.

V. Insurance

- A. OSU will secure sufficient insurance coverage to protect its financial security and its officers and employees based on CSU, campus, and bond covenant requirements.
- B. OSU will require vendors to carry insurance with appropriate limits to protect themselves and OSU.

VI. Do No Harm

- A. In all its programs and services, OSU will strive to follow the principle of Do No Harm as defined above.

VII. Business Continuity

- A. Business continuity procedures follow Executive Order 1014 in order to ensure the continuity of essential functions or operations following or during the recovery phase of a catastrophic event.

VIII. This policy will be evaluated as necessary to reflect substantial organizational, financial, or physical change(s) within OSU or any change required by law or by other governing policy.

IX. References

- A. The California State University, Office of the Chancellor, Risk Management Policy
- B. Technical Letter RM 2012-01
- C. California State University Business Continuity; Executive Order 1014
- D. University Corporation at Monterey Bay Risk Management Policy

