

OTTER STUDENT UNION AT CSU MONTEREY BAY

**BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING
WEDNESDAY, March 27, 2019
6:00 - 7:00 PM
Room 120, Student Center**

I. CALL TO ORDER

Meeting called to order at 6:04pm.

II. ROLE CALL

Board Members

- a. Ashley Smith, Chair: present
- b. Selene Yabes, Vice Chair & Secretary: present
- c. Beth Johnson, Treasurer: present
- d. Associated Students:
 - a. Rebecca Harbison, present
- e. Inter-Club Council:
 - a. Noah Wuollet, present
- f. Otter Cross Cultural Center:
 - a. Emily Tate, present
- g. Recreation:
- a. Konnor Callihan absent, excused
- h. Residential Housing Association:
 - a. absent, excused
- i. Multicultural Greek Council:
 - a. Jared Hernandez, present
- j. Alumni Association:
 - a. Zoe Carter, present
- k. Faculty:
 - a. Dr. Chi-Chun Chou, absent, excused
- l. Chelsea Buffington, Director: present
- m. Christy Underwood, Student Affairs: present

III. APPROVAL OF MINUTES FROM 2.27.19

Recommended Motion: *To approve the minutes of the Board meeting on 2.27.19*

Motion to approve by AS

Second by Alumni

Minutes are approved

IV. APPROVAL OF AGENDA 3.27.19

Recommended Motion: *To approve the agenda for this week's meeting.*

Moved to approve by ICC

Seconded by Chair

Motion passes

V. OFFICER COMPENSATION

- Move into closed session for discussion of officer compensation at 6:07pm.
- Closed session ends at 6:38pm.

VI. CONTRACTS POLICY

- Chair moves to amend the contracts policy to remove the second sentence under section B of the contracts policy and adding "Refer to OSU Contracts Procedure" to Section F.
- Student Affairs seconds
- Motion to approve the amendment passes unanimously
- Chair moves to approve the policy as amended
- AS seconds
- Motion to approve the policy passes unanimously

VII. PROCUREMENT POLICY

- ICC moves to table the policy for the next meeting
- OC3 seconds
- All in favor to table; motions passes unanimously

VIII. OSU UPDATES TO THE BOARD

- Safe zone
 - will be on April 19 & 26
 - In the last year been partnering with Interim, a nonprofit in Monterey County
 - Works with social workers who work with people who are homeless/transitional

- Contacted by Skyline community college to come and observe the training so they can create their own
- Safezone for students starts Friday; will go on for four weeks
- **Otterlands**
 - **Bringing E40!** We are out of guest tickets, no wait list. Almost out of student tickets, about 30 left. There will be a waitlist for student tickets, come at the date of show. Ticket holders must arrive at 9:30pm. Students must have Otter ID, guests must come with you, have valid Government ID. Staff must have Otter ID. Alumni must show valid government ID. No weapons, no bags of any kind, no smoking, no food or beverage, no cameras (non-cellphone cameras), no storage space at the UC Ballroom.
- **Affinity Grads**
 - The themes of each affinity grad represents our mission and vision as well as the population we are serving. Encouraging people to participate in the celebrations. Different keynote speakers for each.
<https://csumb.edu/oc3/affinity-graduation-celebrations>

IX. ADJOURN

Chair motions

AS seconds 7:16pm.

We welcome your concerns!

Submit an agenda item to the Otter Student Union Secretary at secretary@otterstudentunion.org.

Please submit by 12:00pm 1 week prior to the next meeting.

*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.

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OTTER STUDENT UNION AT CSU MONTEREY BAY

**BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING
WEDNESDAY March 27, 2019
6:00 - 7:00 PM
Room 120, Student Center**

List of Attachments

1. Minutes from 2.27.19 Board meeting
2. Contracts Policy
3. Procurement Policy

OTTER STUDENT UNION AT CSU MONTEREY BAY

**BOARD OF DIRECTORS
ORGANIZATIONAL AND BUSINESS MEETING**

WEDNESDAY, February 27, 2019

6:00 - 7:00 PM

Room 120, Student Center

I. CALL TO ORDER

meeting call to order at 6:03pm

II. ROLE CALL

Board Members

- a. Ashley Smith, Chair: present
- b. Selene Yabes, Vice Chair & Secretary: present
- c. Beth Johnson, Treasurer:
- d. Associated Students: present
 - a. Rebecca Harbison
- e. Inter-Club Council: Present
 - a. Noah Wuollet
- f. Otter Cross Cultural Center: Present
 - a. Emily Tate
- g. Recreation: absent - unexcused
 - a. Konnor Callihan
- h. Residential Housing Association: absent - unexcused
 - a.
- i. Multicultural Greek Council: present
 - a. Jared Hernandez
- j. Alumni Association: present
 - a. Zoe Carter
- k. Faculty: present
 - a. Dr. Chi-Chun Chou
- l. Chelsea Buffington, Director: Present
- m. Christy Underwood, Student Affairs: Present

Liaison Representatives

- a. Black Box Cabaret Student Facility Representative
- b. Student Center Student Facility Representative

III. APPROVAL OF MINUTES FROM 1.30.19

Recommended Motion: *To approve the minutes of the Board meeting on 1.30.19*

Noah motioned

Ashley seconds

Motion approved

IV. APPROVAL OF AGENDA 2.27.19

Recommended Motion: *To approve the agenda for this week's meeting.*

Rebecca moves

Jared second

motion approved

V. HOURS OF OPERATION, POSTING, USE OF SPACE AFTER HOURS POLICY

Add hours of operation to process for online use.

Not just posting on the building also on the website for student use also adding to social media because we do not follow campus hours.

Emily motions

Beth seconds

in favor, opposed, abstained: 11-0-0

Policy approved

Supporting awareness of new student union and reach out to organizations and point of contact to set up presentation.

Noah- ICC- icc@csumb.edu

Emily- Staff meeting on Monday, will be discussed further

Jared- greeklife@csumb.edu Meetings on Mondays at 11, MGC meeting also next wednesday at 8pm

Zoe- present to alumni association, email Zoe directly (in April unknow on date, evenings) on campus

Rebecca- Senate every monday 12-2, Jennifer Costa

If interested in a site tour send Chelsea an email however there are limited spots and must update her on number of people attending other than yourself

Associated students interested in going on a tour, if something for just AS will be late afternoon and smaller group

Have different things going on the site, crane showing up next and will limit number of people that can be on site

Interviews are ongoing for positions on the board, They will be going on until next week. We make recommendations to the president who is out of the country until now and will be back end of March, so our appointments will not happen until then. New board will be in place in april.

VI. ADJOURN

Rebecca motions

Ashley seconds

meeting adjourned at 6:27 pm

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OTTER STUDENT UNION

SECTION NO.

POLICY MANUAL

DOCUMENT NO.

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

SUBJECT: **CONTRACTS POLICY**

PURPOSE: The purpose of this policy is to provide guidance on how the Otter Student Union conducts contracts.

EFFECTIVE DATE: [Date]

HISTORICAL:

Contracts Policy

A. GENERAL STATEMENT

Except as otherwise provided below, all agreements and contracts (including letter agreements) which obligate the Otter Student Union (OSU) in any manner must comply with this Contracts Policy. This Contracts Policy is applicable to all OSU events and operations.

Exception to Contract Policy:

Exceptions for the Contracts Policy must be reviewed by the Director of OSU.

B. SIGNATURE REQUIREMENTS

Refer to Delegation of Signature Authority Policy. In general, OSU professional staff are authorized to sign agreements impacting their area.

Signature Requirement Exceptions:

- a) Employment Agreements: Only the Director of OSU and designated University Corporation individuals are authorized to sign employment agreements.
- b) Leases in which the OSU is the landlord and Conference Services agreements may be signed by the appropriate senior manager, as delegated in the OSU Delegation of Signature Authority.

C. CONTRACT REVIEW & DOCUMENT RETENTION REQUIREMENTS

For all agreements/contracts, OSU

- a) Must review and approve the business terms of the agreement/contract;
- b) Has the discretion to seek the review of the legal, financial, and/or insurance terms;
- c) Must obtain signed copies (both parties) of all such agreements/contracts;
- d) Must maintain copies of all such signed agreements/contracts in department files; and

D. RETENTION OF SIGNED CONTRACTS/CONTRACT REPOSITORY REQUIREMENTS & EXCEPTIONS

All signed agreements and contracts must be uploaded by the authorized person responsible for the agreement to the central repository for retention immediately after the agreement is signed by all parties.

E. COMPLIANCE WITH PROCUREMENT POLICIES

Every effort should be made to comply with the OSU Procurement Policy.

NO PAYMENTS AUTHORIZED:

- a) No payment will be authorized for any agreement or contract which is not signed and which does not otherwise meet the requirements of this Contracts Policy.

- b) The appropriate authorized person will be accountable for the final terms of all agreements/contracts they enter into and for ensuring that all agreements and contracts within their respective areas of responsibility meet the requirements of this Contracts Policy.

F. ADDITIONAL RESOURCES

California State University General Provision
<http://www.calstate.edu/CSP/crl/GP/GP.shtml>

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

SUBJECT: **PROCUREMENT POLICY**

PURPOSE: The purpose of this policy is to provide guidance to the Board of Directors on how OSU conducts procurement of products or services.

EFFECTIVE DATE: [Date]

HISTORICAL:

Procurement Policy

I. Introduction

The Otter Student Union ("OSU") uses a variety of methods to purchase goods and services. The purpose of this document is to establish the Procurement Policy for OSU purchases. OSU purchases include those made utilizing OSU funds. The purchasing functions, policy, and procedures have been established using sound business practices with the key goal of service to the OSU and its employees.

OSU is firmly committed to a program of "Best Value." Best Value considers all transactions from many perspectives, including but not limited to, best dollar value, outreach to vendors, promotion of fair and open competition, lifecycle, operational requirements, quality and matching of products and services to the Otter Student Union's needs. Retention of artists, entertainers, lecturers, and speakers for services are not subject to the provisions of this policy.

II. Policy, Regulations and Guidelines

A. Policy Provisions

1. Purchases are to be made in a cost-efficient manner that supports and facilitates the competitive bidding process and the lowest cost while still

meeting operational requirements of OSU such as quality, specifications, service, and product availability, such that the lowest bid may not always be the bid that is selected.

2. Purchases shall follow what is customary in the marketplace for a particular commodity or product and consummated in such a manner to constitute a reasonably prudent documented business transaction.
3. Sustainable and/or recycled products shall be considered for procurement in place of non-sustainable/recycled products whenever such products are available at no or minimal additional cost.
4. Volume or pool purchases, annual purchase agreements, and master service agreements shall be utilized when deemed advantageous to OSU.
5. All purchases with OSU funds must have a legitimate OSU or California State University, Monterey Bay (CSUMB) business purpose.
6. Travel and travel related purchases are subject to the Travel Policy and the Travel Procedures.
 - a) Travel Privileges can be granted by the OSU Director for use of Procurement Cards for travel purchases, specifically for air travel, ground transportation, lodging, registrations, meals, and related expenses.
7. Hospitality expenses shall comply with this policy.
8. To protect from possible allegations of conflict of interest, purchases with OSU funds should not be made from companies in which OSU staff or family members have an economic interest. Employees with conflicts of interest must disqualify themselves from making or participating in a decision that would have a material effect on a personal financial interest. No OSU Director of the Board, OSU employee, or CSUMB employee by virtue of their position, can personally derive any benefit, gain, or receive preferential treatment from the purchase of materials, equipment, supplies, or services by OSU.

III. Methods of Purchasing

OSU uses a variety of methods for the purchase of goods and services, including procurement cards, personal reimbursement, direct pay via check requests, and purchase orders.

- A. Procurement Card Purchases: OSU has determined that it is in its best economic and administrative interest to use a procurement credit card ("Procard") for transactions.
- B. Direct Payment/Check Requests: OSU may pay vendors directly for the purchase of supplies and services by completing a Check Request Form and submitting it to The University Corporation at Monterey Bay, which performs financial services for OSU.
- C. Purchase Orders (PO): Purchase orders are required for purchases of capital assets that total more than \$5,000.

i.) Purchases of Capital Assets:

A capital asset is defined as a tangible piece of property such as computer equipment, machinery, and vehicles, with an acquisition cost greater than \$5,000, including tax, and a useful life of one year or greater. Capital assets will be capitalized and depreciated over the economic life of the asset.

- D. Personal Reimbursement: OSU employees may be reimbursed for OSU business-related purchases by using the Personal Reimbursement Form and submitting it to The University Corporation at Monterey Bay, which performs financial services for OSU.

IV. General

- A. Information Technology (IT): CSUMB IT provides OSU's IT support. CSUMB IT must approve all IT-related products prior to purchase or lease. This applies to all hardware, software, applications, copiers, and other non-computing devices regardless of the dollar amount. CSUMB IT will not support IT-related products that have not been reviewed and approved prior to purchase.
- B. Contracts/Agreements/Leases: All contracts between OSU and another entity or individual are to be prepared and executed in written form. The Director of OSU or designee is the signatory for any OSU contract. OSU will not accept as legally binding any oral agreement that is not finalized and executed in written form.

- C. Authorizations: All requests to purchase and pay must be signed by a signer who is authorized for the account to be charged.

V. Purchasing Requirements by Cost

- A. Thresholds: The dollar thresholds listed hereunder are considered in the aggregate; purchases cannot be split to circumvent these policies and procedures.
1. Purchases up to \$10,000: Such purchases shall be accomplished in a manner customary to the marketplace using sound business practices.
 2. Purchases of \$10,001 to \$50,000: The requester must submit in writing a minimum of two (2) quotes. If two quotes are not obtained, a written explanation why the minimum was not met must accompany the quote.
 3. Purchases of \$50,001 to \$ 100,000: The requester must submit a minimum of three (3) price quotes based on the same written specifications. If three written quotations are not obtained, a written explanation why the minimum was not met must accompany the quote(s).
 4. Purchases greater than \$100,000: The requester must submit a minimum of three (3) formal bids from providers based on written specifications from a solicitation or request for proposals or quotes. If three formal bids are not obtained, a written explanation why the minimum was not met must accompany the bid(s).
- B. Sole Source: Sole source purchases on a non-competitive basis, regardless of the cost threshold, must meet sole source requirements and will require written justification by the authorized signer and approval by the Director of OSU or designee.

VI. Purchasing Authority and Approvals

- A. Account Authority: Only authorised signatories of an account may request an expenditure of funds from that account.
- B. Authority to expend funds versus authority to sign agreements: The persons who have been authorized by OSU to sign agreements for purchases or other purposes are very limited and are noted in Delegation of Signature Authority Policy. Having authority to expend funds through purchase orders or check

requests from a specific account does not give that person the authority to sign purchase agreements.

- C. Additional Approvals: Prior management approval by the OSU fiscal authority and the supervisor for the account signatory is required if a contemplated purchase is not within an approved operating budget for the requesting operation or program.
- D. OSU Approval:
 - 1. Purchases of \$5,000 or less may be approved by the appropriate administrator(s) designated by the Director of OSU.
 - 2. Purchases in excess of \$5,000 must receive approval from the Director of OSU or his/her designee.
 - 3. Confirming purchase orders may be approved under unusual circumstances when time is of the essence and based on the expected cost of the purchase.
- E. Compliance with approved budget: All purchases must be made within the appropriate approved budget authority for the program, contract, grant, or business unit.
- F. Commercial unit: Purchase of food stuffs and commodities retail merchandise, and graphic systems, shall be approved by the appropriate OSU program or unit administrator or his/her designee within the parameters of their respective operating guideline budgets.
- G. Standing Purchase Orders: Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment, for a single purchase over \$5,000, or to circumvent this policy statement.

VII. Insurance Requirements

OSU has specific insurance requirements for services, projects, and in some cases, goods. Vendors providing services on campus may be required to provide proof of insurance and a services contract prior to purchase order issuance and/or commencing work. Equipment that is borrowed, loaned, rented, leased, or purchased through OSU will be scheduled to insure for losses due to damage or theft; the requester or department should notify OSU prior to receipt of equipment to insure coverage.

VIII. Preferences

Whenever feasible, purchases should be made from small businesses and local vendors to help support the local economy, which has been a goal of CSUMB since its inception. OSU also encourages purchases from minority-owned business enterprises, women-owned business enterprises, and disabled veterans. OSU encourages purchases with energy efficiency, sustainability, and the utilization of earth-minded, renewable (aka “green”) products and services.

IX. Enforcement

Individuals not following this Procurement Policy may be subject to personal liability, notification to their supervisors, disciplinary action, financial obligation, and revocation of purchasing privileges.