

**STUDENT UNION, INC. OF SJSU
BOARD OF DIRECTORS MEETING MINUTES**

**December 3, 2019 at 4:00pm
Student Union Meeting Room 6**

Voting Members Present: Sonja Daniels, Ellen Middaugh, Antonio Bustamante, Nicholas Ayala, Cynthia Fernandez-Rios, Branden Parent, Jeanne Trang, Yissel Reyna

Voting Members Absent: Charlie Faas, Saw Yan Naung, Emily Wughalter

Non-Voting Member Present: Tamsen Burke

Guests Present: Amy Guerra-Smith, Terry Gregory, Kim Hagens, David Alves, Debbie Gairaud, Kevin Kish

I. CALL TO ORDER

Cynthia Fernandez-Rios called the December 3, 2019, Student Union Board of Directors meeting to order at 4:00 pm in the Student Union Meeting Room 6.

II. ROLL CALL

Cynthia Fernandez-Rios asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF MEETING AGENDA FOR DECEMBER 3, 2019

Cynthia Fernandez-Rios asked for any changes needed to the December 3, 2019 Student Union Board of Directors Meeting Agenda. Seeing no changes needed, Cynthia Fernandez-Rios asked for any objections to approving the December 3, 2019 Student Union Board of Directors Meeting Agenda as presented. Seeing no objections, Cynthia Fernandez-Rios noted that **the December 3, 2019 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus**.

IV. APPROVAL OF OCTOBER 29, 2019 BOARD MEETING MINUTES

Cynthia Fernandez-Rios asked for any changes needed to the October 29, 2019 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Cynthia Fernandez-Rios asked for any objections to approving the October 29, 2019 Student Union Board of Directors Meeting Minutes as presented. Seeing no objections, Cynthia Fernandez-Rios noted that **the October 29, 2019 Student Union Board of Directors Meeting Minutes are approved as presented by unanimous consensus**.

V. PUBLIC FORUM

No one was present for the public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke gave the Board members updates on several projects the Student Union is currently working on. Ms. Burke noted that the SRAC climbing wall is scheduled for repairs and anticipates the project completion in early to mid-January. Ms. Burke also noted that the Mondo Flooring negotiations are coming to close and the staff is working on completing the repairs by the start of the spring semester.

Tamsen Burke noted that the staff continues to work with the construction project manager and construction company to get the items on the punch list completed. Ms. Burke noted that the Student Union hopes to have the punch list completed by February.

Tamsen Burke also noted that the Lane 15 Bowling Center project is almost completed and anticipates that the Lane 15 space will open in the early spring semester.

Ms. Burke announced that the Student Union Committees are in the final stages of their strategic priorities, and the committees will present their priorities to the entire staff on December 17, 2019. Tamsen Burke informed the Board Members that the Student Union is reviewing several contracts, one of those contracts is the Bank of America. Ms. Burke noted that management discovered that the Student Union is paying a large number of unnecessary bank fees. Ms. Burke noted that Bank of America was not responsive to negotiating a mutually beneficial contract, so the Student Union is currently in negotiations with Wells Fargo to see if Wells Fargo is willing to negotiate.

VII. AGENDA ITEMS:

A. Space Utilization & Needs Assessment – External Review

Tamsen Burke informed the Board members that the Student Union would participate in an external space utilization review to get a better understanding of how the facilities are being used, and they are supporting the campus needs. The committee is a representation of administrators who oversee event centers, recreation facilities, and student unions.

Ms. Burke noted that she is working on putting together the schedules and the committee visit is January 22nd to 24th. Ms. Burke indicated that she would like Board members who are available to meet with the committee during the committee's visit and will send out the information once finalized.

B. Construction Projects Status Updates

Tamsen Burke gave the Board members updates on the various construction projects during the Executive Director's Report.

C. Approval of the Ronald G. Lohr Scholarship

Terry Gregory presented the Board members details on who Ronald G. Lohr was and what the scholarship is and noted that this was presented to the Finance Committee as well. Mr. Gregory noted that Ronald G. Lohr was the first Student Union Night Manager of the renovated and expanded Student Union. In June 2018, Mr. Lohr suddenly passed away at home. Mr. Gregory noted that the Student Union established a scholarship reserve account in Ronald G. Lohr's memory. Mr. Gregory noted that the scholarship reserve account would be funded as part of the annual operating budget process to support four \$500 scholarships per year. Mr. Gregory also noted that there is a committee of staff members and Board members who will review the scholarship applicants.

Jeanne Trang moved to approve the establishment of the Ronald G. Lohr Scholarship as presented.

Branden Parent seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

D. ACUI Regional Conference Report

Cynthia Fernandez-Rios informed the Board members that she attended the ACUI (Association of College Unions International) Regional Conference last month as a professional development opportunity. Ms. Fernandez-Rios indicated that she learned a lot about how college unions operate and run. Ms. Fernandez-Rios explained the new student employee program at Colorado State University to help students grow professionally.

E. Presentation of First Quarter Financials

David Alves presented the Board members with the Statement of Net Position for the first quarter, noting that the notable variances including the investments, accounts receivables, prepaid expenses, all show significant increases due to timing issues. While the expenses are reported, they have not been realized at this time. David Alves also explained that the

current liabilities are also up due to the associated costs of the SRAC facility being in operation.

Tamsen Burke presented the Board members with the Statement of Revenues, Expenses, and Changes in Net Position for the First Quarter. Ms. Burke noted that the Student Union is showing an increase in revenues and that this is a result of the SRAC Membership sales as well as rental income received. Ms. Burke also noted that not included is an additional \$200,000 of rental income from Athletics and she noted that she is currently in discussions with Athletics and hopes to have a resolution soon. Ms. Burke also indicated that the Student Union is on track for the first quarter and that the approved budget is an estimate. Ms. Burke noted the Student Union would have an actual net value at the end of the year with a full year of operation of the new SRAC facility.

F. Executive Director's Annual Performance Review Process

Ellen Middaugh informed the Board members that the Personnel Committee met and reviewed the annual performance review process and explained to the Board members what the annual performance review process is.

G. Updated Personnel Committee Charter

Ellen Middaugh noted that the Personnel Committee is currently reviewing its committee charter to ensure the committee's responsibilities are in alignment with what the committee does. Ellen Middaugh noted that the Personnel Committee will revisit this to discuss the charter in greater detail and will bring any requested changes to the Board of Directors for approval.

H. Approval of the Flexible Spending Accounts Program

Tamsen Burke noted that the Student Union presented to the Personnel Committee the request to approve adding a flexible spending package to the Student Union employees' benefits package. Ms. Burke noted that this would allow the Student Union to support our employees' well-being. The overall expense would be about \$3,200 and the benefits are pre-taxed giving additional cost savings to the employees. Enrollment would begin on January 1, 2020.

Jeanne Trang moved to approve the Flexible Spending Accounts Program as presented.

Branden Parent seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

I. Approval of Updated Travel Reimbursement Policy

Tamsen Burke noted that the current travel policy dated January 1, 2019, is based on a per diem travel of \$64 per day. Ms. Burke noted that the Student Union currently pays out the \$64 per day for \$10 for breakfast, \$20 for lunch, \$25 dinner, and \$9 for incidentals per day to the employee. The Board members discussed the flexibility of \$64 per day compared to the meal amounts and the Student Union's policy compared to the CSU and University practices. Ms. Burke noted that the Student Union is requesting the Board of Directors to approve the updated travel reimbursement policy of reimbursements to an actual receipt system with a maximum cap of \$64 per day for meals which includes the \$9 incidentals allowance.

Jeanne Trang moved to approve the Updated Travel Reimbursement Policy with a maximum of \$64 per day, which includes the \$9 incidentals allowance upon receipts as presented.

Nicholas Ayala seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

J. SUI Reorganization

Tamsen Burke informed the Board of Directors that the Associate Director of Event Center and Recreation Center reports to the executive director and is currently vacant. Ms. Burke noted she had several discussions with Sonja Daniels, the Associate Vice President for Campus Life, and agreed to extend to Dominic Ackerman, the Associate Director of Recreation position for an interim period. With this shift, Caryn Collopy will oversee the recreation facility needs. Kristine Kirkendall will oversee recreation programs.

Ms. Burke also noted other staffing updates noting that the Student Union has several employees who are leaving the Student Union in the next several weeks. Those employees include the Chief Facilities Engineer and the I.T. Manager, who both report to Jerry Darrell the Associate Director of I.T. and Facilities. Additionally, the Student Union Operations Manager, who reports to Terry Gregory, is also leaving the Student Union.

K. Review and Approval of Updated Articles of Incorporation

Tamsen Burke presented the Board of Directors with the suggested changes of the Articles of Incorporation. Ms. Burke noted that the name and title change from the former executive director's name to her name, as well as changing the Board Chair's name to the current Board Chair's name.

Jeanne Trang moved to approve the Updated Articles of Incorporation as presented.

Antonio Bustamante seconded the motion.

VOTE ON THE MOTION:

7-0-0

MOTION PASSED.

IX. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked for any other business to discuss. Ms. Burke inquired of the Board members for the opportunity to practice more sustainable meeting practices by not producing as much paper and asked if the Board members would be willing to view some of the supporting documents on the screens and their personal computers versus paper copies. The Board members agreed that this was a more sustainable practice.

Cynthia Fernandez-Rios asked for any other business to discuss. Seeing no other business to discuss Ms. Fernandez-Rios asked for any objections to adjourn the December 3, 2019, Student Union Board of Directors Meeting. Seeing no objections, Ms. Fernandez-Rios noted that the **December 3, 2019 Student Union Board of Directors Meeting was adjourned at 5:06 pm by unanimous consensus.**