

**STUDENT UNION BOARD OF DIRECTORS  
MEETING MINUTES**

**March 3, 2020 at 4:00 PM  
Student Union Meeting Room 6**

**Voting Members Present:** Nicholas Ayala, Antonio Bustamante, Charlie Faas, Cynthia Fernandez-Rios, Branden Parent (by telephone conference), Yissel Reyna, Jeanne Trang, Emily Wughalter (by telephone conference)

**Voting Members Absent:** Sonja Daniels, Ellen Middaugh, James Naung

**Non-Voting Members Present:** Tamsen Burke

**Guests Present:** David Alves, Terry Gregory, Jerry Darrell, Debbie Gairaud, Kelsey Snook, Kevin Kish, Jon Fleming, Amy Guerra-Smith

---

**I. CALL TO ORDER**

Cynthia Fernandez-Rios called the March 3, 2020 Student Union Board of Directors Meeting to order at 4:04 pm in the Student Union Meeting Room 6.

**II. ROLL CALL**

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

**III. APPROVAL OF MEETING AGENDA FOR MARCH 3, 2020**

Cynthia Fernandez-Rios asked for any changes to the MARCH 3, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA. Charlie Faas requested to add an information item, Coronavirus Update.

**Charlie Faas moved to approve the March 3, 2020 Student Union Board of Directors Meeting Agenda with the requested changes.**

**Jeanne Trang seconded the motion.**

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

**IV. APPROVAL OF FEBRUARY 4, 2020 MEETING MINUTES**

Cynthia Fernandez-Rios asked for any changes to the FEBRUARY 4, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Seeing no changes, Cynthia Fernandez-Rios asked for a motion to approve the meeting minutes as presented.

**Jeanne Trang moved to approve the February 4, 2020 Student Union Board of Directors Meeting Minutes as presented.**

**Antonio Bustamante seconded the motion.**

**VOTE ON THE MOTION:                      7-0-1                      MOTION PASSED.**

**V. PUBLIC FORUM**

No one was present for Public Forum.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Tamsen Burke informed the Board Members that the Student Union received the cost allocation statements from the University noting that the statements identify which fees the Student Union is responsible to pay for as part of the operating agreement. Ms. Burke noted that looking at the summary of the cost allocations that the Student Union should incur twice per year but noted that this did not occur last spring which is why the number is \$700,000 instead of the \$300,000. Ms. Burke noted that the Student Union is in discussions with the University to get a better

understanding of what these expenses are. Ms. Burke noted that she will bring her findings to the Board once she has completed her discovery. Charlie Faas inquired if there were any changes in the University's methodology in how these cost allocations are calculated. Ms. Burke noted that she did not think there were any changes in the methodology but commented that she is in discussions with the University about gaining a better understanding of what the expenses cover. Nicholas Ayala inquired if the University is looking to move to a shared services model. Tamsen Burke commented that one of the expectations that she has put upon the Leadership team is to identify the services and resources that the Student Union shares with the University. Tamsen Burke informed the Board Members that the Student Union team continues to work on the strategic plans. Ms. Burke also noted that she and David Alves the Director of Accounting and Finance, are examining the business practices and working toward a model of consistency across the corporation.

## **VII. AGENDA ITEMS**

### **Personnel Committee Items**

#### **a. Flexible Spending Accounts Benefit Review**

Debbie Gairaud, Student Union HR Director, updated the Board Members on the Flexible Spending Accounts benefit that went into effect starting January 1, 2020. Ms. Gairaud noted that the Student Union currently has a 30% participation rate from the full-time staff but noted that the Student Union expects a higher participation for next year.

#### **b. Staffing Update: Positions (Three) Alignment**

Tamsen Burke informed the Board Members about aligning three positions with the business needs. Ms. Burke noted that after assessing the business needs, she decided not to fill the Associate Director for the Event Center and SRAC position but will separate the two responsibilities. Therefore, the Student Union will hire an SRAC Director, who is currently being filled on an interim basis by Dominic Ackerman. Ms. Burke noted that Amy Guerra-Smith will move to a position that will support student success and assessment. Ms. Burke indicated that she made a recommendation to Dr. Daniels about hiring an associate executive director for the corporation to help support the operations of the corporation.

#### **c. Approval of Wellness Bonus Program**

Tamsen Burke explained to the Board Members that the Personnel Committee discussed the long-standing wellness bonus program that was approved by the Board many years ago. Ms. Burke noted that in discussions with several other CSU Auxiliaries, discovered that the sister auxiliaries have discontinued this practice. Ms. Burke noted that the Student Union Human Resources team is working on creating a true wellness program and will present the updated program. The Personnel Committee is recommending the Board to approve discontinuing of the current wellness bonus program.

Cynthia Fernandez-Rios asked for a motion to approve the discontinue the current wellness bonus program for full-time staff.

**Emily Wughalter moved to approve the discontinue the current wellness bonus program as requested.**

**Charlie Faas seconded the motion.**

**VOTE ON THE MOTION:**

**8-0-0**

**MOTION PASSED.**

#### **d. Approval of Updated Personnel Committee Charter**

Antonio Bustamante informed the Board Members that the Personnel Committee met and reviewed the Personnel Committee Charter. Mr. Bustamante explained that the reason the charter was reviewed was to ensure the appropriate stakeholders were included as well as the committee's responsibilities were inline with what the Personnel Committee does. Antonio Bustamante presented the suggested recommended changes by the

Personnel Committee. The changes the Personnel Committee recommends are noted as follows:

Section II, Item D: change two supervisors to one full-time staff member and one student supervisor staff member

Section III, Item D: change chair to Executive Secretary

Section IV: Add Item B identifying a one-year term for non-voting members of the Personnel Committee

Section V, Item B: change revise to review

Section VI, Item C: replace chair with Executive Secretary

Charlie Faas commented about having done a six-month review of the Executive Director but since the six-month mark has passed, maybe the Personnel Committee to consider conducting a nine-month review since the Executive Director is so new.

The Board Members offered their suggestions to these changes noting that a friendly amendment to add “executive Secretary or Chair” for items in Section III, Item D and Section VI, Item C.

Cynthia Fernandez-Rios asked for a motion to approve the Personnel Committee Charter with the friendly amendments as noted.

**Emily Wughalter moved to approve the Personnel Committee Charter with the friendly amendments as noted.**

**Antonio Bustamante seconded the motion.**

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

#### **Facilities Committee Items**

**e. Lane 15 Bowling Center Construction Update**

Tamsen Burke informed the Board Members that the Lane 15 construction is complete. There is a committee of staff putting together policies and procedures and trainings for operations as well as having UPD coming in to conduct the necessary trainings. The committee is also working on a soft opening for hosted by Chartwells.

**f. Lane 15 Bowling Center Lease Addendum (Jerry Darrell)**

Tamsen Burke noted that this should have been removed from the agenda as the Lane 15 Bowling Center is in the current lease agreement.

**g. Re-envisioning of Sport Club Draft Plan**

Tamsen Burke informed the Board Members noted that the team is meeting to identify what the immediate projects are to get the Club Sports and Outdoor Adventures operations back into the space. The team is doing a walk through scheduled for later this week and will present a budget of the costs to update the space. Ms. Burke noted that the other part of the Event Center Sport Club project relates to the work with Salas O’Brien consulting to identify a true assessment of the facility. The proposal includes all electrical systems, HVAC systems, plumbing systems, and exterior and interior structural systems. A Board member inquired if this project went through the request for proposal process.

**h. Salas O’Brien Consulting Project Update**

Jerry Darrell noted that Salas O’Brien was contracted to evaluate the area in the Student Union facility where an old interior wall collapsed. The Student Union requested in the scope of this project to engineer a solution to a leak in the Student Union facility.

#### **Finance Committee Items**

**i. Presentation of 2nd Quarter Financials**

David Alves presented to the Board Members some high-level details of the Statement of Net Position for 2nd Quarter 2019 providing the causes of the differences from year over year. Mr. Alves noted that the Accounts Receivable is up due to timing and unpaid

Athletics and Kinesiology invoices. The prepaid expenses are down, and this is due to the Student Union being billed for work study by the University later, noting that this was accrued as a liability. Mr. Alves noted that the Investments account is up due to market gains. The Funds Held in Trust are the IRA Funds for the Club Sports and Intramurals programming; and this is up due to the Club Sports teams fundraising efforts. David Alves indicated the reason why the Capital assets account shows a decrease of \$460,000 is from the recording of depreciation.

Mr. Alves explained that the increase of \$269,000 in the Accounts payable is due to the cost allocation timing. David Alves noted that there is an increase of \$60,000 in Accrued payroll due to an increase in staffing in support of the SRAC operations. Mr. Alves noted that the \$1 million increase in Other accrued liabilities is from the increase of student fees. Lastly, Mr. Alves commented that the Student Union expects to see an inflow for the OPEB account after accruals for two quarters.

Tamsen Burke presented the Statement of Revenues, Expenses and Changes in Net Positions noting that the Student Union is seeing an increase of \$1 million in Student Union fees, as David Alves explained earlier.

We are seeing an increase in service fees which is due from the operation of SRAC and directly related to custodial services. Ms. Burke noted that the Student Union has three different custodial service contracts, one for each facility and has asked the facility managers to unify these contracts for all three facilities.

The reimbursements of event costs are up \$184,000 due to a timing issue and typically fluid throughout the year. Rental income shows a \$400,000 increase from SRAC and the Event Center from rental fees. Reimbursed wages and benefits show an increase \$45,000 as a result of the support of SRAC operation.

Operating expenses of wages and benefits shows a continued increase as the operation grows with SRAC with a full-time staff of 15 and over 300 student staff.

Supplies shows an increase from the pool chemicals supplies due to increased usage and the other reason is the size of the acid tank that was installed for the size the pool.

Maintenance and repairs show a decline due to more charge backs occurring.

The Student Union, Inc. continues to see an increase in Utilities as the operations continue to grow and expect to see an increase as the year continues. Business services shows a \$400,000 increase that continues to grow due to custodial services.

Ms. Burke noted that the Student Union, Inc. is in good and healthy financial position overall.

**j. Budget Schedule 2020-2021**

Tamsen Burke indicated to the Board Members that she and David Alves took an opportunity to review the previous budget request process and are implementing a different process which the departments will request their funds.

Ms. Burke noted that the first draft budget proposal will be on April 21, 2020 and then a second draft budget proposal on April 28, 2020. Ms. Burke noted that the final budget proposal will be presented at the Student Union Board of Directors meeting on May 5, 2020.

**k. Athletics and Kinesiology: 90 Day Collections on Leases**

Tamsen Burke informed the Board Members that the Student Union has about \$360,000 in the aging report of unpaid invoices from Athletics of about \$345,000. Ms. Burke noted that she is currently working with Athletics and Kinesiology to resolve these outstanding invoices as well as coming up with a better process for more timely processing.

**I. Coronavirus Update**

Charlie Faas informed the Board Members that the campus has engaged its emergency operations center this past week. Mr. Faas noted that the campus is preparing consistent messaging with regards to washing hands, staying home when sick, and the campus' efforts in sanitizing the buildings on campus, especially the three higher-touch facilities such as the Student Union, SRAC and the library.

Tamsen Burke indicated that she met with all the facility directors to make sure that the facility directors clearly understand the OSHA standards and making sure they have a clear understanding of the standards and procedures around Personal Protection Equipment (PPEs). Ms. Burke also noted that staff in the SRAC are wiping down equipment after its been used as well as staff in the Student Union are wiping down high-touch surfaces like handrails, doorknobs, and elevator buttons more frequently.

Cynthia Fernandez-Rios asked for a motion to move the meeting to closed session.

**Jeanne Trang made a motion to approve to move the meeting to closed session.**

**Nicholas Ayala seconded the motion.**

**VOTE ON THE MOTION:**

**8-0-0**

**MOTION PASSED.**

**VIII. CLOSED SESSION AGENDA ITEMS**

**a. *Personnel Item (Tamsen Burke during Closed Session)***

*Tamsen Burke indicated that she updated the Board Members on a personnel item during the closed session.*

Cynthia Fernandez-Rios noted that she requested a motion to approve to move the meeting back to regular session.

**Jeanne Trang made a motion to approve to move the meeting back to regular session.**

**Antonio Bustamante seconded the motion.**

**8-0-0**

**MOTION PASSED.**

**IX. MEETING ADJOURNMENT**

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 meeting at 5:25 pm. Seeing no objections, Ms. Fernandez-Rios noted that the **March 3, 2020 Student Union Board of Directors Meeting was adjourned at 5:25 pm by unanimous consensus.**