



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
December 1, 2020 at 4:15 pm**

This was a telecommute meeting by Zoom Video Conference.

This meeting was facilitated through an online Zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.

- Voting Members Present:** Nicolas Ayala, Zachary Birrer, Antonio Bustamante, Sonja Daniels, Zobeida Delgadillo, Charlie Faas, Cynthia Fernandez-Rios, Ishan Gupta, Joshua Reyes, Emily Wughalter
- Voting Members Absent:** Ellen Middaugh
- Non-Voting Members Present:** Tamsen Burke 
- Guests Present:** Amy Guerra-Smith, David Alves, Terry Gregory, Jerry Darrell, Debbie Gairaud, Ryan Fetzer, Kim Hagens, Kristine Kirkendall, Caryn Collopy, Matthew Lee, Kristina Hunt

I. CALL TO ORDER

Cynthia Fernandez-Rios called the December 1, 2020 Student Union Board of Directors Meeting to order at 4:16 pm.

II. ROLL CALL

Amy Guerra-Smith completed a verbal roll call and noted there were 10 voting members present.

III. APPROVAL OF MEETING AGENDA FOR DECEMBER 1, 2020

Cynthia Fernandez-Rios asked for any changes needed to the DECEMBER 1, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA. Seeing no changes needed, Ms. Fernandez-Rios asked for a motion to approve the agenda as presented.

**Nicholas Ayala motioned to approve; Zachary Birrer seconded.
Vote on the Motion: 10-0-0. Motion Passed.**

IV. APPROVAL OF OCTOBER 27, 2020 MEETING MINUTES

Cynthia Fernandez-Rios asked for any changes needed to the OCTOBER 27, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Seeing no changes needed, Ms. Fernandez-Rios asked for a motion to approve the meeting minutes as presented.

**Zachary Birrer motioned to approve; Nicholas Ayala seconded.
Vote on the Motion: 10-0-0. Motion Passed.**

V. PUBLIC FORUM

No one was present for the public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke presented the Board of Directors Members with a few updates noting that the

entire SUI team has done an exceptional job of rethinking, adapting, and pivoting during the pandemic and its implications to our business. They have researched, developed, and implemented reopening plans based on local, regional, and national industry standards unique to each facility. Ms. Burke noted that the only facility open at this time is the SRAC pool. Tamsen noted she is in conversations with FD&O in terms of Athletics use of the Event Center and the county's guidelines to better understand needs for Athletics. The SRAC pool continues to support Kinesiology and Athletics. Ms. Burke noted that the SUI is reviewing all our program reviews and determining our next steps based on the recommendations for a short term plan during the pandemic to address areas of growth. Ms. Burke noted that she will present to the Board the identified next steps.

Sonja Daniels suggested that Tamsen share with the board how the SUI FT and student employees are redeploying other locations with building facility closures. Tamsen Burke explained that with the closures of SU and SRAC, staff and students have been trained and aligned with the Event Center staff in order to support Basketball, possibly Gymnastics and help with building projects stated for the year. Ms. Burke commended Donna Teutimez, Manager of the Event Services Team for assisting in AV support and other duties outside their normal working environments to support the SUI business as needed.

VII. COMMITTEE REPORTS

A. Audit Committee (Cynthia Fernandez-Rios)

Cynthia Fernandez-Rios updated the Board members with the Audit Committee activity noting that the Audit Committee has not met but later during this meeting, the Audit Committee is asking the Board Members to assist in selecting the Audit Committee Chair and Vice-Chair.

B. Facilities & Programs Committee (Zachary Birrer)

Zachary Birrer provided the Board Members with an update on the Facilities & Programs Committee activity. Mr. Birrer noted that the Facilities & Programs Committee met on November 10, 2020 and discussed how to accommodate NCAA athletes in the Event Center with COVID restrictions for Athletic teams, which has already changed due to recent events.

Mr. Birrer noted that the Committee also discussed the Event Center Office renovations and reviewed the re-scoping of the offices for Club sports, IM, and other Event Center employees.

Zachary Birrer also noted that the Committee discussed, in depth, about the weight room project between Student Union and Athletics, noting that this item came to a vote and the Committee did not pass the project. Mr. Birrer explained that as a committee decided that the fully funded renovation by Student Union, with Athletic teams using the space 6:00am-4:00pm without monetary contribution, was not in the best interest of the students and use of student union fees. Tamsen Burke provided more details of the Event Center Weight Room project with Athletics noting that the SUI was approached about entering into a financial agreement with Athletics to renovate the current Event Center weight room. Ms. Burke went on to explain that the SUI and Athletics had several discussions about the priorities and what the shared facility would look like. However, in the end, Athletics did not have the money to support the renovation. Ms. Burke also noted that the SUI was looking forward to a collaborative process for the shared space with financial support of the renovation as well.

Mr. Birrer noted that the committee also discussed the MOU for Athletics and Club Sports and IMs with regards to usage and management of the Spartan Rec Field located on the south campus.

C. Finance Committee (Zachary Birrer)

Zachary Birrer provided the Board Members some updates on the Finance Committee meeting noting that the Finance Committee discussed the partial amount of the approved requested student fees and noted that the University is requesting the SUI submit mid-year financials to request the remaining amount. Mr. Birrer also noted that the Finance Committee discussed the status on the PPP loan noting that the SUI did not qualify to use the short form, so David Alves completed and submitted the long form. Tamsen Burke asked David Alves to give an update on this. David Alves indicated that he is in contact with Bank of America who has requested further clarifications on a couple of items. Mr. Alves commented that he hopes to have that conversation with Bank of America by tomorrow.

D. Personnel Committee (Antonio Bustamante)

Antonio Bustamante gave the Board Members an update on the Personnel Committee meeting noting that the Personnel Committee discussed the Educational Fee Waiver Benefit selection process, the need to update the Executive Director evaluation process, and that the SUI is in the process of reviewing position descriptions for the employees.

VIII. AGENDA ITEMS

A. Audit Committee Chair and Vice-Chair for AY 2020-2021

Cynthia Fernandez-Rios asked Tamsen Burke to tag team with her on this agenda item. Tamsen Burke noted that due to the timing of the first Audit Committee meeting needed and the first Board meeting, the selection of the Audit Committee Chair and Vice Chair positions are currently vacant. The Board discussed the possible options in getting these vacancies filled by either delegating the selection of the Audit Committee Chair and Vice Chair to the Board or by having a third Audit Committee meeting. After discussion it was agreed that the best course of action is to have an additional Audit Committee meeting to select a chair and vice chair.

B. Partial Return of Student Fees Payment of FY20/21 Operating Budget

1. FY 2020-21

2. Forecast/Actual Spring 2021

Tamsen Burke indicated that the SUI has a signed budget for \$11.5 million. The University requested to distribute a partial payment of \$7.5 million with the expectation that the SUI will submit a mid-year review of forecasted to actual financials for the Fall 2020 semester and a forecast of expenses for Spring 2021. Charlie Faas indicated that the policy group met and noted that his office is preparing campus-wide guidelines and assumptions that will be consistent. Mr. Faas hopes to distribute the guidelines and assumptions later this week or early next week.

IX. ACTION ITEMS

A. Approval of Updated EC FY2019 Office Renovation Project Scope

Tamsen Burke informed the Board Members that the SUI is requesting review from FD&O, the updated Event Center office renovation project scope. Ms. Burke noted that she met with the Club Sports and Event Center teams to identify business needs. This renovation is focused on painting walls, carpeting, furniture for the teams to be successful in those spaces. The project scope will also take into consideration the lobby area as a part of the renovation. Jerry Darrell is putting together the change in scope of the approved project and will be sending that out for signatures again and then begin to move forward on this project. Tamsen Burke noted that she had a collaborative conversation with the AVP FD&O, Traci Ferdolage regarding the Fire Alarm Project for the Event

Center, and both agreed, the fire alarm system and the office renovation projects to FD&O should be presented as two separate projects to ensure the completion of each.

X. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked if there were any other business to discuss or any announcements. Seeing none, Ms. Fernandez-Rios asked for a motion to approve adjourning the December 1, 2020 Student Union Board of Directors Meeting at 4:49 pm.

Emily Wughalter motioned to approve; Zachary Birrer seconded.

Vote on the Motion: 10-0-0. Motion Passed.