

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

For the meeting of: **September 24, 2019 at 4:00PM**
Student Union Meeting Room 6

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

Non-Voting Member Present: Tamsen K. Burke

Guests Present: Amy Guerra-Smith, Terry Gregory, Debbie Gairaud, Kristina Hunt, David Alves, Kim Hagens, Lisa Wilson (by telephone conference)

I. CALL TO ORDER

Cynthia Fernandez-Rios facilitated the September 24, 2019 Student Union Board of Directors meeting in the absence of a Board Chair. Ms. Fernandez-Rios called the September 24, 2019 Student Union Board of Directors Meeting to order at 4:02pm in the Student Union Meeting Room 6.

II. ROLL CALL

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

III. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 24, 2019

Cynthia Fernandez-Rios asked for any changes needed to the September 24, 2019 Student Union Board of Directors meeting agenda. Ms. Burke requested to change agenda item F, Student Union 50th Anniversary Celebration Event Proposal from an action item to an informational item. Ms. Fernandez-Rios asked for any objections to approving the September 24, 2019 Student Union Board of Directors Meeting Agenda with the requested changes. Seeing no objections, Ms. Fernandez-Rios noted that the **September 24, 2019 Student Union Board of Directors Meeting Agenda was approved with the requested changes by unanimous consensus.**

IV. APPROVAL OF MAY 7, 2019 MEETING MINUTES

May 7, 2019 Student Union Board of Directors Meeting Minutes were approved with agenda item VI.

V. APPROVAL OF MAY 28, 2019 SPECIAL MEETING MINUTES

May 28, 2019 Special Meeting of the Student Union Board of Directors Meeting Minutes were approved with agenda item VI.

VI. APPROVAL OF JULY 17, 2019 SPECIAL MEETING MINUTES

Ms. Fernandez-Rios asked for any changes needed to the May 7, 2019, May 28, 2019 and July 17, 2019 Student Union Board of Directors Meeting minutes. Ms. Fernandez-Rios asked for a motion to approve the May 7, 2019, May 28, 2019 and July 17, 2019 Student Union Board of Directors Meeting minutes as presented.

Emily Wughalter moved to approve the meeting minutes from the May 7, 2019, May 28, 2019 and July 17, 2019 as presented.

Jeanne Trang seconded the motion.

VOTE ON THE MOTION:

10-0-1

MOTION PASSED.

VII. PUBLIC FORUM

No one was present for public forum.

VIII. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke reported to the Board Members that she and the members of the Leadership Team are working on various projects and gave the following highlights.

Ms. Burke noted that she is reviewing the final punch list for the Spartan Recreation and Aquatic Center and has a meeting with the project manager to get a timestamp for completion for the outstanding items. Ms. Burke noted that the Fire Marshall has granted an inspection approval on September 20, 2019 and that the project is delayed due to FD & O request a written sign-off from the health department from the latest changes.

Sports Complex (formerly known as the South Field Complex): construction is expected to begin December 2019 and that Ms. Burke is currently meeting with various stakeholders for next steps. The Event Center received naming rights partnership with Provident Credit Union which is a 20-year deal worth about \$8 million which is being allocated for renovations and improvements to the Event Center. Ms. Burke noted that she asked the Event Center team to put together an assessment to identify the priorities and expenses to be presented to the Finance Committee for review.

Tamsen Burke noted that the Student Union, Inc has hired 94 student staff and 8 full-time employees. Ms. Burke thanked David Alves, Kim Hagens and the entire Accounting staff for their work with the auditors over the summer. Ms. Burke also noted that she is working with the Vice President for Student Affairs to prepare a proposal of program review and space utilization analysis and will present the findings to the Board Members.

Ms. Burke noted that she is reviewing the organizational chart for the Associate director SRAC and Event Center position and will make any recommendations of changes to the Personnel Committee for review and approval. Ms. Burke noted that she is also reviewing the Student Success Initiative and would like to develop a more comprehensive and co-curricular model with learning outcomes and metrics.

Lastly, Ms. Burke indicated that she and the Leadership Team are reviewing the risk management and emergency policies and procedures.

IX. AGENDA ITEMS

A. Approval of June 30, 2019 YE Audited Financials Presented by RSM USA LLP

Lisa Wilson, Audit Partner with RSM US LLP, provided the Board of Directors a brief high-level review of the Audit Report. Ms. Wilson noted that the Audit Committee met two weeks ago and were presented with a very detailed presentation of the June 30, 2019 YE Audited Financial Report. Lisa Wilson noted that the report was submitted to the campus for approval. Ms. Wilson noted that RSM US LLP is prepared to issue an unmodified, or clean, opinion which means that the statements were materially correct. Ms. Wilson opened the discussion for any questions. None of the Board Members had any questions. Ms. Fernandez-Rios thanked Ms. Wilson. Ms. Fernandez-Rios asked for a motion to approve the June 30, 2019 YE Audited Financials as presented.

Jeanne Trang motioned to approve the June 30, 2019 YE Audited Financials report as presented by RSM US LLP.

Yissel Reyna seconded the motion.

VOTE ON THE MOTION:

11-0-0

MOTION PASSED.

B. Approval of the Student Union Board of Directors Chair and Vice-Chair for AY 2019-2020
Cynthia Fernandez-Rios asked for nominations or self-nominations for the Student Union Board of Directors Chair and Vice-Chair positions for the AY 2019-2020.

Sonja Daniels nominated Cynthia Fernandez-Rios for the Chair. Cynthia Fernandez-Rios accepted the nomination. Ellen Middaugh nominated Jeanne Trang for the Vice-Chair position for AY 2019-2020. Jeanne Trang accepted the nomination.

Sonja Daniels moved to approve Cynthia Fernandez-Rios as Chair and Jeanne Trang as Vice-Chair of the Student Union Board of Directors for AY 2019-2020.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 9-0-2 MOTION PASSED.

C. Approval of Audit Committee Recommendation of Audit Committee Chair and Vice-Chair for AY 2019-2020

Cynthia Fernandez-Rios noted that the Audit Committee met two weeks ago and the committee recommends the Board of Directors approve herself as Chair and Branden Parent as Vice-Chair for the Audit Committee for the AY 2019-2020.

Jeanne Trang moved to approve the Audit Committee recommendation of Cynthia Fernandez-Rios as Chair and Branden Parent as Vice-Chair for the Audit Committee for the AY 2019-2020 as presented.

Branden Parent seconded the motion.

VOTE ON THE MOTION: 9-0-2 MOTION PASSED.

D. Approval of 2020 Employer Medical Premium Contributions

Tamsen Burke invited the Student Union, Inc. HR Director, Debbie Gairaud, to present to the Board Members the 2020 Employer Medical Premium Contributions. Debbie Gairaud presented to the Board the proposed changes for the 2020 Employer Medical Premium Contributions noting that the 2020 rates increased minimally. Ms. Gairaud noted that the Student Union is recommending the Board approve to keep the Employer Medical Premium Contributions at the same rate as the 2019 rates.

Jeanne Trang move to approve the 2020 Employer Medical Premium Contributions as presented to the Board of Directors.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 11-0-0 MOTION PASSED.

E. Ronald G. Lohr Scholarship

Terry Gregory, Student Union Associate Director, informed the Board Members that in the spring of 2016 the Student Union, Inc. suddenly lost Ron Lohr, who was the first Student Union night manager. Mr. Gregory noted that the Student Union is working to identify the criteria and procedures to apply for the scholarship. Mr. Faas inquired about future funding of the account. Mr. Gregory noted that the Student Union, Inc. is still working out those details. Mr. Parent inquired if the Student Union, Inc. can only limit the scholarship to Student Union employees. Mr. Gregory indicated that he believed this was the case. Mr. Gregory noted that the details will be presented to the Finance Committee and then to the Board of Directors for final review and approval.

F. Student Union 50th Anniversary Celebration Event Proposal

Terry Gregory explained to the board of Directors that late this summer a few employees realized that the Student Union is celebrating its 50th Anniversary this fall. Mr. Gregory noted that there is a committee of staff who is working to put together an event to celebrate the Student Union's commitment to the SJSU Students and Campus Community for the last 50 years with entertainment, food, free t-shirts and games. Mr. Gregory noted that the Committee will present

to the Finance Committee the budget request in mid-October and then to the Board in late October. The Board Members had a discussion about various ideas for the celebration. Mr. Gregory asked the Board Members to submit any ideas for the committee to consider to Amy Guerra-Smith.

ANNUAL HOUSEKEEPING

1. 2019-2020 AY Meeting Schedule

Amy Guerra-Smith noted that the Student Union Board of Directors Meeting schedule for the AY 2019-2020 was included in the meeting materials.

2. Conflict of Interest Statements

Amy Guerra-Smith asked that all Board members review, date, and sign the Non-Conflict of Interest Statement and return before leaving the meeting or prior to the start of the next Board meeting in October to allow for Board Members to read it.

3. Board Roster Information

Ms. Guerra-Smith noted that a Board Member Roster is being passed around. Ms. Guerra-Smith asked all Board Members to submit any corrections needed.

X. MEETING ADJOURMENT

Cynthia Fernandez-Rios asked for any other business to conduct. Seeing no other business to conduct, Ms. Fernandez-Rios asked for any objections to adjourn the September 24, 2019 Student Union Board of Directors Meeting at 4:55pm. Seeing no objections, Ms. Fernandez-Rios noted that the **September 24, 2019 Student Union Board of Directors Meeting adjourned at 4:55pm by unanimous consensus.**