

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

ANNUAL MEETING

**October 29, 2019 at 4:00pm
Student Union Meeting Room 6**

Voting Members Present: Charlie Faas, Ellen Middaugh, Emily Wughalter, Antonio Bustamante, Nicholas Ayala, Cynthia Fernandez-Rios, Branden Parent, Jeanne Trang

Voting Members Absent: Sonja Daniels, Saw Yan Naung, Yissel Reyna

Non-Voting Member Present: Tamsen Burke

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

I. CALL TO ORDER

Cynthia Fernandez-Rios called the October 29, 2019 Student Union Board of Directors meeting to order at 4:01 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 OCTOBER 29, 2019

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

IV. APPROVAL OF SEPTEMBER 24, 2019 BOARD MEETING MINUTES

Cynthia Fernandez-Rios asked for any changes needed to the September 24, 2019 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Cynthia Fernandez-Rios asked for any objections to approving the September 24, 2019 Student Union Board of Directors Meeting Minutes as presented. Seeing no objections, Cynthia Fernandez-Rios noted that **the September 24, 2019 Student Union Board of Directors Meeting Minutes was approved as presented by unanimous consensus**.

V. PUBLIC FORUM

No one was present for public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke informed the Board members that one of the first things she did her first week here was to give the Student Union, Inc. staff two fundamental expectations. The first expectation given was focused on communication and that the Student Union will be honest, open, and transparent in our communications. The other expectation given was focused on unification of the corporation. Ms. Burke noted there are six different committees that will work together to unify the corporation. Those six committees are: celebrating success, diversity and inclusion, programming and collaborations, marketing, training and development/assessment, and risk management and operations. Ms. Burke noted that the teams are working towards identifying goals and objectives and are on target to having an execution plan by January 2020. Tamsen Burke also indicated that she will present the Student Union, Inc. Strategic Vision in 2020.

Ms. Burke announced that the Student Union, Inc. will have an external review of the corporation focusing on SRAC as a program review. Ms. Burke noted the team selected to conduct the review is highly regarded and will review the operations of SRAC and the organizational structure and is expected to report to us feedback on the strategic direction will be for that organization. Ms. Burke also indicated the other focus of this external review will be on space utilization and needs assessment.

Tamsen Burke gave the Board members several updates on the various construction projects and identifying the highlights as being the team continues to work on the SRAC punch list items. The annual fire alarm system inspection is completed. Ms. Burke noted that the SRAC Elevator was not properly installed but the company arrived and fixed the issue and now the elevator is back online for SRAC. The team continues to work through the Mondo Flooring Replacement negotiations, noting that the vendor proposed a solution to clean the flooring material but the Student Union did not feel the solution offered was acceptable. The team requested the Mondo Flooring replace the flooring to the company's standards and is working through the negotiations and anticipates the replacement is scheduled for December and January. Ms. Burke noted that the Aquatic Center steam system is still not functioning properly and explained to the Board members the Student Union is working with the appropriate suppliers to get the issue resolved as quickly as possible. Ms. Burke noted that the Event Center Sport Club renovation project is in the final review phase with the fire marshal. The next step is to obtain approval from the DSA (Division of State Architect department) to begin construction. The Student Union, Inc. learned that the ADA signage was not within the scope of the renovation project so the corporation will add this on to a future project. Tamsen Burke noted that the Student Union, Inc. is working with CSU Engineers to do an analysis on long-term repairs and replacement plan which includes everything from HVAC, fire alarm upgrades, and ADA signage. Ms. Burke noted that the Student Union, Inc. has requested ACCO Engineering Systems to review the HVAC System in the Event Center and to provide a replacement plan proposal for one of the seven air handlers. Event Center did have a review from ISEA in 2017 which provides feedback and concerns for HVAC systems, plumbing, signage, access and some structural.

Tamsen Burke also noted that she met with each of the facilities directors to do an evaluation of the Event Center and put together a priority list for the Provident Event Center earmarked money for this year the priorities are the ADA compliance including the signage.

Ms. Burke noted that the Student Union Bowling Center Lane 15 project is on schedule and anticipates the project completion of late fall semester. Ms. Burke also indicated that the Student Union and Chartwells are working with the Student Affairs Student Conduct and Ethical Development department to develop the appropriate policies and procedures to ensure the safety of the SJSU community.

VII. AGENDA ITEMS:

A. Approval of Recommendations of Facilities & Programs Committee Chair and Vice Chair for AY 2019-2020

Antonio Bustamante informed the Board members that the Facilities & Programs Committee recommends the Board approve himself as Chair and Jeanne Trang as Vice-Chair for the AY 2019-2020. Cynthia Fernandez-Rios asked for a motion to approve the Facilities & Programs Committee recommendation of Antonio Bustamante as Chair and Jeanne Trang as Vice-Chair.

Jeanne Trang moved to approve the Facilities & Programs Committee recommendation of Antonio Bustamante as Chair and Jeanne Trang as Vice-Chair for the 2019-2020 Academic Year as presented.

Branden Parent seconded the motion.

VOTE ON THE MOTION:

6-0-2

MOTION PASSED.

- B. Approval of Personnel Committee Recommendation of Chair and Vice-Chair for AY 2019-2020**
Antonio Bustamante informed the Board members that the Personnel Committee recommends the Board approve himself as Chair and Ellen Middaugh as Vice-Chair for the AY 2019-2020. Cynthia Fernandez-Rios asked for a motion to approve the Personnel Committee recommendation of Antonio Bustamante as Chair and Ellen Middaugh as Vice-Chair for the AY 2019-2020.
Jeanne Trang moved to approve the Personnel Committee recommendation of Antonio Bustamante as Chair and Ellen Middaugh as Vice-Chair for the 2019-2020 Academic Year as presented.
Branden Parent seconded the motion.
VOTE ON THE MOTION: 6-0-2 MOTION PASSED.
- C. Approval of Finance Committee Recommendation of Chair and Vice-Chair for AY 2019-2020**
Cynthia Fernandez-Rios informed the Board members that the Finance Committee recommends the Board approve Yissel Reyna as Chair and James (Saw Yan) Naung as Vice-Chair for the AY 2019-2020. Cynthia Fernandez-Rios asked for a motion to approve the Finance Committee recommendation of Yissel Reyna as Chair and James (Saw Yan) Naung as Vice-Chair for the AY 2019-2020.
Jeanne Trang moved to approve the Finance Committee recommendation of Yissel Reyna as Chair and James (Saw Yan) Naung as Vice-Chair for the 2019-2020 Academic Year as presented.
Nicolas Ayala seconded the motion.
VOTE ON THE MOTION: 8-0-0 MOTION PASSED.
- D. Distribution of Final Bound 2018-2019 Audited Financials Report**
David Alves informed the Board members that the Student Union, Inc. is presenting the members with the final bound report of the Audited Financials that were approved at the September 24, 2019 Student Union Board of Directors meeting.
- E. Approval of Finance Committee Recommendation of the \$25,500 Request from Unallocated Reserves for the Student Union’s 50th Anniversary Event**
Cynthia Fernandez-Rios presented the Board members with the proposal for the Student Union’s 50th Anniversary event. Ms. Fernandez-Rios noted that the event will be on November 14, 2019 from 12 noon to 1:30 pm in the Ballroom, Student Union Patio, and 7th Street Plaza. The event will have a 1960s theme. The request of the \$25,500 is to support the purchase of 3,000 t shirts and cupcakes, as well as t shirts for the DIY tie-dyed activity on the SU Patio. Ms. Fernandez-Rios also noted that the event will have a display of old pictures and an interactive trivia and name that tune game. In addition, the Bowling Center will drop the price to bowl to \$0.50 per game and \$0.50 shoe rental on Tuesday, Wednesday, and Thursday between 12 noon and 4:00 pm. The board members offered several suggestions such as lengthening the time of the event to a minimum of two hours, consider making the commemorative t shirts already tie-dyed, replace the tie-dyed activity with another activity because tie-dying is messy, and adding a photo booth at the event. Cynthia Fernandez-Rios noted that the Finance Committee recommends the Board to approve the request and asked for a motion to approve the \$25,500 Request from Unallocated Reserves for the Student Union’s 50th Anniversary Event.
Jeanne Trang moved to approve the \$25,500 Request from Unallocated Reserves for the Student Union’s 50th Anniversary Event.
Antonio Bustamante seconded the motion.
VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

F. Presentation of Annual Report for FY 2018-2019

Gloria Robertson presented each of the Board Members with a Student Union, Inc. 2018-2019 Annual Report, noting that the majority of the report was done by our Graphic Department student assistants. Ms. Robertson noted that there were some pictures of the new Spartan Recreation and Aquatic Center that were taken by a professional photographer but that most of the pictures were taken by our students.

G. Current Authorized Signers on Corporate Bank Accounts

Tamsen Burke informed the Board members that the Student Union, Inc. has three authorized signers on the corporate bank accounts, noting that the three signers are herself, David Alves, and Terry Gregory.

H. Co-Signers on the Executive Director's Expenses

Tamsen Burke informed the Board Members that there are the authorized co-signers for the Executive Director's expenses are the Vice President for Student Affairs or their designee, which is Sonja Daniels, the Chair of the Board, Cynthia Fernandez-Rios, or the Chair of the Finance Committee, Yissel Reyna.

I. Review and Approval of Revised UBS Corporate Resolutions

Amy Guerra-Smith noted that due to the change in Board Chair, the Student Union, Inc. is asking the Board to approve the updated UBS Corporate Resolutions to reflect the name change. Cynthia Fernandez-Rios asked for a motion to approve the Revised UBS Corporate Resolutions as presented.

Branden Parent moved to approve the Revised UBS Corporate Resolutions as presented.

Jeanne Trang seconded the motion.

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

Cynthia Fernandez-Rios asked for a motion to move the meeting to Closed Session.

Emily Wughalter motioned to move the meeting to Closed Session.

Jeanne Trang seconded the motion.

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

Ms. Fernandez-Rios asked all guests to exit the room.

VIII. CLOSED SESSION

A. *Budget Discovery (Closed Session Information Item)*

Ms. Burke reported that she presented the Board members with a budget discovery item and noted that the Board discussed the item.

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 October 29, 2019 Student Union Board of Directors Meeting. Seeing no objections, Ms. Fernandez-Rios noted that the

October 29, 2019 Student Union Board of Directors Meeting was adjourned at 5:06 pm by unanimous consensus.