



**STUDENT UNION BOARD OF DIRECTORS
EMERGENCY MEETING
MEETING MINUTES**

**March 19, 2020 at 2:00 PM
Student Union Meeting Room 6 and by Zoom Video Conference**

Voting Members Present: Sonja Daniels*, Charlie Faas*, Cynthia Fernandez-Rios*, James Naung*, Branden Parent*, Jeanne Trang*, Emily Wughalter*

Voting Members Absent: Nicholas Ayala, Antonio Bustamante, Ellen Middaugh, Yissel Reyna

Non-Voting Members Present: Tamsen Burke^

Guests: Amy Guerra-Smith*, David Alves^, Terry Gregory*, Jerry Darrell^, Caryn Collopy*, Debbie Gairaud^, Kristine Kirkendall*, Jon Fleming*, Dominic Ackerman*, Kevin Kish^

***Attended the meeting by Zoom Conference.**

^Attended the meeting in person.

I. CALL TO ORDER

Cynthia Fernandez-Rios called the March 19, 2020 Emergency Board of Directors Meeting to order at 2:04 pm.

II. ROLL CALL

Cynthia Fernandez-Rios asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith completed a verbal roll call.

III. APPROVAL OF AGENDA FOR MARCH 19, 2020 EMERGENCY MEETING

Cynthia Fernandez-Rios asked for any changes needed to the MARCH 19, 2020 EMERGENCY BOARD OF DIRECTORS MEETING AGENDA. Tamsen Burke requested to rename agenda item VC. to Approval of Payment of Student Employee Wages and requested remove the subtopics of C1 and C2.

Cynthia Fernandez-Rios asked for a motion to approve the March 19, 2020 Emergency Board of Directors Meeting Agenda with the requested changes.

Jeanne Trang moved to approve the March 19, 2020 Emergency Board of Directors Meeting Agenda with the requested changes.

Branden Parent seconded the motion.

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

IV. PUBLIC FORUM

No one was present for public forum.

V. AGENDA ITEMS

A. Essential Staff Update

Tamsen Burke informed the Board Members what employees have been identified as essential staff noting those employees are the Human Resources Director, Accounting and Finance Associate Director, Facilities and I.T. Director, and a few other essential employees to assist in operating the remaining open Student Union facility. Ms. Burke indicated that 90% of the full-time staff are currently telecommuting.

B. Full-Time Employees

1. Approval of an Emergency Administrative Leave Practice (April 6, 2020) for 30-day, 60-day, and 90-day

2. An Unemployment Augmentation Salary Plan

Tamsen Burke presented the Board Members with the details of the three plan proposals with regards to the pay structure for the full-time staff during the COVID 19 situation. Proposal 1 would allow for all essential staff (54) to be paid whole through April 5, 2020 with the allowance of accruing vacation time and sick time benefit.

Proposal 2 would be enacted should the shelter in place order extend past April 5, 2020, and would allow 26 full-time employees identified as essential to remain paid for either 30-days, 60-days, or 90-days less the 30% of benefits and enact an administrative leave for the identified 28 non-essential employees for 30-days, 60-days, or 90-days.

Proposal 3 suggests having the 28 non-essential full-time staff on administrative leave to migrate to utilizing unemployment insurance where the Student Union, Inc. would augment the salaries in order to make their salaries whole.

The Board members discussed the various financial implications of each of these proposals. The Board Members discussed various related topics, including what was considered essential staff, what the timeframe was for the University's plan, and the possibility of approving a 30-days plan and re-evaluating a more comprehensive plan at a later date.

After a detailed discussion, Cynthia Fernandez-Rios proposed the Board consider approving to keep all Student Union full-time staff salaries whole to June 30, 2020 and asked for a motion. Tamsen Burke asked for a confirmation that the proposal suggested is to keep all full-time employees' salaries whole until the end of the fiscal year, 2019-2020 (June 30, 2020).

Emily Wughalter requested that a friendly amendment that the motion is not including a policy for administrative leaves. Ms. Burke noted that the Personnel Committee will review a policy specifically for administrative leaves soon.

Emily Wughalter moved to approve to keep all Student Union full-time staff salaries whole to June 30, 2020 and asked for a motion.

Jeanne Trang seconded the motion.

VOTE ON THE MOTION:

7-0-0

MOTION PASSED.

Sonja Daniels left the meeting; total voting member count 6.

C. Approval of Payment of Student Employee Wages

Tamsen Burke explained the proposal options for the Board to consider approving for paying student employees, noting the differences in the proposals.

Proposal 1, which is comparable to SJSU AS, CSUSF, CSUPO, CSUSLO, CSUMB, CSU Stanislaus, CSUSD would allow essential student employees to telecommute.

These student employees work in HR, Accounting Finance, and Building Supervisors, designated students, they will require access to a computer, technology and approved with SU supported IT security systems.

Regular and Work-study student employees where their work cannot be performed remotely will be paid an average number of hours worked from the past 3 paychecks (2/19, 3/5 and 3/19) and will be paid through 4/5/2020. Noting the financial liability (weekly) is estimated at \$68,132 per week) with a total estimated liability at \$204,396. After 4/5/2020 and if the Student Union, Inc. Facilities remain closed, student employees' can or cannot be performed remotely will be paid an average number of hours worked for the past 3 paychecks (2/19, 3/5 and 3/19) and paid amount semi-monthly through end of semester. The financial liability weekly (\$68,132/week) for 8 weeks, with a total liability estimated at \$545,057.

Proposal 2 which is comparable to what CSU Northridge and CSU Dominguez Hills are doing, allows the Student Union to pay students their average hours worked through end of semester (May 30, 2020). Ms. Burke noted that this is a practice within several other CSU Auxiliaries.

Proposal 3 is to institute unemployment insurance. The Student Union will discontinue Proposals 1 & 2 effective June 1, 2020. Student Employees apply for unemployment through EDD which will provide employees up to 60% of wages.

The Board members discussed the benefits and challenges of each of the proposals. Emily Wughalter proposed the Board to approve paying the student employees for the next 60-days. Several Board members disagreed and feel the Student Union has a responsibility to help the student employees as much as they can and suggest approving the Student Union to pay the student employees average hours worked for the next 90-days. After a lengthy detailed discussion, Cynthia Fernandez-Rios asked for a motion to approve the Student Union to pay student employee weekly average hours and rate of pay until May 31, 2020.

Jeanne Trang moved to approve the Student Union to pay student employee weekly average hours and rate of pay until May 31, 2020.

Branden Parent seconded the motion.

VOTE ON THE MOTION:

5-1-0

MOTION PASSED.

VI. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked for any other business to discuss. Seeing no other business, Ms. Fernandez-Rios asked for any objections to adjourn the March 19, 2020 Emergency Board of Directors Meeting. Seeing no objections, Ms. Fernandez-Rios noted that the **March 19, 2020 Emergency Board of Directors Meeting adjourned at 2:59 pm by unanimous consensus.**