

STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES

May 5, 2020 at 4:00 PM

This meeting was a telecommute meeting by video conference.

Voting Members Present:	Nicholas Ayala, Antonio Bustamante, Sonja Daniels, Charlie Faas, Cynthia Fernandez-Rios, Ellen Middaugh, James Naung, Branden Parent, Emily Wughalter
Voting Members Absent:	Yissel Reyna
Non-Voting Members Present:	Tamsen Burke
Guests Present:	Amy Guerra-Smith, David Alves, Caryn Collopy, Debbie Gairaud, Terry Gregory, Jerry Darrell, Kristine Kirkendall, Kelsey Snook, Jeff Toone, Shawn Clark, Tony Dianda, Matthew Lee, Schafaris Turner, Kim Hagens, Kevin Kish

I. CALL TO ORDER

Cynthia Fernandez-Rios called the May 5, 2020 Board of Directors Meeting to order at 4:03 PM via Zoom Conferencing.

II. ROLL CALL

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

III. APPROVAL OF MEETING AGENDA FOR MAY 5, 2020

Cynthia Fernandez-Rios asked for any changes needed to the MAY 5, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA. No changes were requested, Cynthia Fernandez-Rios asked for a motion to approve the May 5, 2020 Student Union Board of Directors Meeting Agenda as presented.

Emily Wughalter moved to approve the May 5, 2020 Student Union Board of Directors Meeting Agenda as presented.

Jeanne Trang seconded the motion.

VOTE ON THE MOTION: 10-0-0 MOTION PASSED

IV. APPROVAL OF APRIL 7, 2020 MEETING MINUTES

Cynthia Fernandez-Rios asked for any changes needed to the APRIL 7, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. No changes were requested, Cynthia Fernandez-Rios asked for a motion to approve the April 7, 2020 Student Union Board of Directors Meeting Minutes as presented.

Jeanne Trang moved to approve the April 7, 2020 Student Union Board of Directors Meeting Minutes as presented.

Nicholas Ayala seconded the motion.

VOTE ON THE MOTION: 10-0-0 MOTION PASSED

V. PUBLIC FORUM

No one was present for public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke updated the Board of Directors with a couple of highlights noting that the Student Union was awarded a \$1.5 million for the Paycheck Protection Program. Ms. Burke thanked David Alves and Debbie Gairaud for their persistence and hard work to get the application and information submitted. Ms. Burke also thanked the employees for their flexibility and creativity to shift to offering programming to a virtual platform. SRAC team is now being identified as Spartan Recreation as a department and SRAC will be the name of the building. Spartan Recreation did a great job doing an online introduction of their programs and services for Admitted Spartans Day. Ms. Burke noted thanked the Student Union employees that continue to serve the small population of students who visit the Student Union because they do not have reliable Wi-Fi access to complete their classes.

Tamsen Burke noted that the Event Center team has been instrumental in helping her understand the business and working with the promoters to reschedule events for the future.

Ms. Burke noted that the entire team continues to work on their budgets and that the budget continues to develop based on announcements regarding the enrollment numbers, re-entry plans, and various other unknown variables.

VII. AGENDA ITEMS

A. Facilities Committee Items (chair – Antonio Bustamante):

i. COVID19 Operation Decisions and Program Impact (Tamsen Burke)

Antonio Bustamante informed the Board Members that there are still a lot of unknown answers to questions, but the teams have instituted several cautionary protocols and measures like installing more sanitation stations, how to re-enter and operate in the Fall. Tamsen Burke added that the teams have been involved in as many virtual roundtable information sessions as possible to understand and formulate a phased re-opening plan to present to the Vice President for Student Affairs, Patrick Day. Ms. Burke also noted that the teams are also trying to balance serving the community population as well as our student population as well.

ii. Lane 15 Bowling Center Project Update (Jerry Darrell)

Jerry Darrell informed the Board Members that the Lane 15 Bowling Center project construction is completed. Prior to the shut down due to COVID19, Chartwells was hiring and training but due to the COVID19 turn of events, Chartwells had to cease all activity. The hope is that once operations can resume that Chartwells will begin hiring and training and the space will open as soon as possible.

iii. Custodial Services RFP Bid

Tamsen Burke informed the Board Members that the Student Union, Inc. has started the preliminary proposal process for the custodial services for the various facilities. Ms. Burke noted that the RFP will be presented to the University for review.

B. Finance Committee Items (chair – Yissel Reyna):

i. Delaying Budget Hearing for 2020-2021 FY Budget

Tamsen Burke noted that the Finance Committee discussed and recommended to delay the budget hearing to May 12th and the second presentation of the budget on May 19th with the final budget presentation on May 26th.

ii. Financial Implications Due to COVID-19

Tamsen Burke noted that the Student Union continues to see revenue losses. All deposits for events in June through August have been returned including all the high school graduations.

The Student Union has completed the 3rd quarter financials and even with the estimated loss of revenue, the Student Union budget is still positive. Ms. Burke noted that with the \$1.5 million PPP (Paycheck Protection Program) award will help to continue to pay our employees until the end of the fiscal year, June 30, 2020.

Tamsen Burke invited David Alves to report about the FEMA application. Mr. Alves noted that he continued working with Cal OES to determine if the Student Union qualifies for emergency funding and it was determined that the Student Union does not qualify for emergency funding however we can present all the COVID19-related expenses to FEMA for reimbursement in the future. Mr. Alves noted that the Student Union is tracking those COVID19-related expenses. Mr. Faas suggested having the Student Union purchase equipment through the University pointed purchaser. Mr. Alves noted that he will investigate the possibility of this suggestion.

iii. CARES Act Submission for Paycheck Plan \$1.5 million Request

Tamsen Burke noted that the Student Union team is working towards understanding the rules regarding the loan and putting together a plan for May and June. Mr. Faas noted that one of the requirements is that awardees are required to open a separate account to track itemized transactions for the awarded money. Additionally, no more than 25% of staff can be let go and that 75% of the award is required to be used for payroll expenses.

C. Audit Committee (chair – Cynthia Fernandez-Rios)

i. Acknowledgement of RSM Tax Extension

Cynthia Fernandez-Rios informed the Board Members that RSM notified the Student Union that RSM missed the deadline for filing the Student Union's tax extension for the 990 and 990T form due to a system conversion glitch. Ms. Fernandez-Rios noted that RSM acknowledged that the error was entirely their fault and they have extended an offer to pay any fees or penalties because of this. Tamsen Burke added that the Student Union did secure a signed legal document outlining these terms.

ii. Approval of RSM US LLP Engagement for FY 2019-2020 Financial Audit

Cynthia Fernandez-Rios informed the Board Members that the letter indicates that the Student Union is contracting with RSM for another year for the Student Union Fiscal Year Financial Audit for 2019-2020. Amy Guerra-Smith confirmed the fee for the audit engagement is not to exceed \$52,500.

Tamsen Burke inquired about the movement of aligning auxiliary entities towards one auditing firm. Mr. Faas indicated that is what the University is working towards. Ms. Burke commented that RSM has been the audit partner for the Student Union for the past several years and asked Mr. Faas for clarity about having to change auditing firms. Mr. Faas noted that the Student Union can keep using the same firm but RSM will need to rotate the Audit Manager.

D. Personnel Committee Items (chair – Antonio Bustamante):

i. Student Union, Inc. Salary Structure Assessment

Ellen Middaugh informed the Board Members that the Personnel Committee discussed the Student Union executing a salary review to ensure equity across salaries and that salaries are in alignment with the job descriptions. Dr. Middaugh noted that the Personnel Committee discussed if this should be something that a consultant is hired for or work with an internal team. Tamsen Burke added that the Student Union reached out to a couple of other AOA Chair of HR who will give us feedback; they also recommended that we compare salaries to MPPs salaries to draw a comparison for auxiliaries and CSU System. The Personnel Committee will present the package to the Board Members when it is ready. Mr. Faas inquired what is the drive to complete a salary assessment? Ms. Burke noted that the salaries have not been reviewed in quite some time and the purpose of the salary assessment is to ensure the current salaries are equitable in the current times and that the salaries have been measured against some other metrics to evaluate this. Ms. Burke went on to note that salaries in the Director and Associate Director level appear to be in alignment but once you get into the manager and supervisor level, there are several individuals that fall across three different salary grades and how are those job descriptions aligned and why is there a difference? Mr. Faas questioned if this is a good time to be executing a salary assessment with the current environment. Ms. Burke noted that this process is going to take some time to complete so the salary adjustments would potentially be for the next budget cycle (for FY 2021-2022).

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

Emily Wughalter moved to approve moving the meeting to closed session.

Charlie Faas seconded the motion.

VOTE ON THE MOTION: 10-0-0 MOTION PASSED.

Ms. Fernandez-Rios asked all non-voting members and guests to leave the meeting.

VIII. CLOSED SESSION

E. Presentation and Approval of the Executive Director's Annual Performance Evaluation (Closed Session)

Cynthia Fernandez-Rios reported to Amy Guerra-Smith that the Personnel Committee presented to the Board Members the Annual Performance Evaluation for the Executive Director. The Board Members discussed the annual Performance Evaluation. Ms. Fernandez-Rios indicated that she asked for a motion to approve the annual performance evaluation as presented.

Emily Wughalter moved to approve the annual performance evaluation as presented.

Charlie Faas seconded the motion.

VOTE ON THE MOTION: 10-0-0 MOTION PASSED.

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

Ellen Middaugh moved to approve moving the meeting to regular session.

Nicholas Ayala seconded the motion.

VOTE ON THE MOTION: 10-0-0 MOTION PASSED.

IX. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked if there was any additional business to discuss. Seeing no other business to discuss, Ms. Fernandez-Rios asked for any objections to adjourn the May 5, 2020 Student Union Board of Directors Meeting. Seeing no objections, Ms. Fernandez-Rios noted that the **May 5, 2020 Student Union Board of Directors Meeting was adjourned at 5:03 pm by unanimous consensus.**