

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

**September 22, 2020 at 4:00 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:** Nicholas Ayala\*, Sonja Daniels\*, Charlie Faas\*, Cynthia Fernandez-Rios\*, Zobeida Delgadillo\*, Ellen Middaugh\*, Emily Wughalter\*, Antonio Bustamante\*, Ishan Gupta\*

**Non-Voting Member Present:** Tamsen K. Burke\*

**Voting Members Absent:** None

**Staff Present:** Jerry Darrell\*, Amy Guerra-Smith\*, Debbie Gairaud\*, Yavik Kapadia\*, Ryan Fetzer\*, David Alves\*, Ruben Bravo\*\*, Kristine Kirkendall\*\*, Caryn Collopy\*\*, Erick Campos\*\*, Kim Hagens\*\*, Chelsie Guzman\*\*, Aaron Anderson\*\*, Larry Aldama\*\*, Matthew Lee\*\*, Gloria Robertson\*\*

**Guests Present:** Zachary Birrer\*

\*Zoom Video Participant \*\*Zoom Call-In Participant

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**I. CALL TO ORDER**

Cynthia Fernandez-Rios called the September 22, 2020 Student Union Board of Directors Meeting to order at 4:02 pm.

**II. ROLL CALL**

Cynthia Fernandez-Rios asked Amy Guerra-Smith to do a verbal roll call. Amy Guerra-Smith completed a verbal roll call noting quorum (6) voting members present.

**III. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 22, 2020**

Cynthia Fernandez-Rios asked for any changes needed to the SEPTEMBER 22, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA. Seeing no changes needed, Cynthia Fernandez-Rios asked for a motion to approve the September 22, 2020 Student Union Board of Directors Meeting agenda as presented.

**Emily Wughalter motioned to approve; Charlie Faas seconded the motion.**

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

**IV. APPROVAL OF SEPTEMBER 8, 2020 MEETING MINUTES**

Cynthia Fernandez-Rios asked for any changes needed to the SEPTEMBER 8, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Nicholas Ayala requested that item VII. A. be moved and renumbered to reflect the item was an action item, not a discussion item.

Cynthia Fernandez-Rios asked for a motion to approve the September 8, 2020 Student Union Board of Directors Meeting minutes with the requested change.

**Nicholas Ayala motioned to approve; Emily Wughalter seconded the motion.**

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

**V. PUBLIC FORUM**

No one was present for the public forum.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Tamsen Burke informed the Board of Directors that two out of the three Student Union facilities are opened with limited capacity. Ms. Burke noted that the SRAC pool was approved to open with limited capacity in July. The Student Union is working with Athletics and Kinesiology to accommodate classes and practices.

Student Union is working on the re-entry plan for the Event Center and reviewing Athletics' adaptation plans for men's and women's basketball as well as for gymnastics.

Student Union, Inc and SU HR developed a return to work and COVID training manual for students and staff for Fall 2020. In addition, all employees are completing the required CSU Learn COVID training. Tamsen Burke noted that SRAC just finished their free NIRSA Summit virtual conference earlier this week.

All Student Union full-time staff have been cross-trained across all three facilities and interim job responsibilities are being completed for staff transitioning to an alternative position.

A SUBOD Training for all new Board members is scheduled for September 29th. All Board Members are encouraged to attend as the training will review legal responsibilities and Title V Education Code Compliance.

Our student success program is underway in its development. Amy Guerra-Smith has drafted a foundation for the core competencies and rubrics will be presented to the Leadership Team and then to the Staff to collect feedback. Ms. Burke noted that the Student Union hopes to conduct a test pilot group in the Spring 2021 for the program in preparation for full program implementation by Fall 2021.

Ishan Gupta and Antonio Bustamante arrived.

**VII. AGENDA ITEMS**

**a. Approval of Personnel Committee Recommendation to Approve the Student-at-Large Representatives**

Antonio Bustamante introduced to the Board members the Personnel Committee student-at-large recommendations, Zachary Birrer and Joshua Reyes. Antonio Bustamante asked Zachary Birrer to give the Board Members a quick introduction of himself. Mr. Birrer introduced himself to the Board Members. Mr. Bustamante noted that Mr. Joshua Reyes was not able to attend the meeting and gave a brief introduction of Mr. Reyes to the Board Members.

Cynthia Fernandez-Rios asked for a motion to approve the Personnel Committee recommendations of Zachary Birrer and Joshua Reyes for the Student-at-Large positions.

**Charlie Faas motioned to approve; Ellen Middaugh seconded the motion.**

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

**b. Selection and Approval of the Student Union Board of Directors Chair and Vice-Chair for AY 2020-2021**

Emily Wughalter nominated Cynthia for Chair; Cynthia accepted the nomination.

Antonio Bustamante nominated Ishan Gupta for Chair; Ishan Gupta respectfully declined the nomination.

Sonja Daniels nominated Zachary Birrer for Vice-Chair; Zachary Birrer accepted the nomination.

Ellen Middaugh nominated Antonio Bustamante for Vice-Chair; Antonio Bustamante respectfully declined the nomination.

Nicholas Ayala nominated Zobeida Delgadillo for Vice-Chair; Zobeida Delgadillo respectfully declined the nomination.

Cynthia Fernandez-Rios asked for a motion to approve the nominations of herself for Chair and for Zachary Birrer for Vice-Chair for the 2020-2021 AY.

**Ellen Middaugh motioned to approve; Charlie Faas seconded the motion.**

**VOTE ON THE MOTION: 8-0-1 MOTION PASSED.**

**c. Approval of Audit Committee Recommendation to Approve the June 30, 2020 YE Audited Financials**

Cynthia Fernandez-Rios informed the Board Members that the Audit Committee met with the Auditors from RSM to review the presented final draft report for June 30, 2020 YE Audited Financials. Ms. Fernandez-Rios noted that the Auditors shared the final draft of the audited financials report and disclosed that the uncorrected financial statements were properly addressed.

Tamsen Burke also noted that the Student Union is in preparation for disclosure to the University for GASB 87 which is in relation to leases.

Cynthia Fernandez-Rios asked for a motion to approve the Audit Committee recommendation to approve the June 30, 2020 YE Audited Financials report.

**Sonja Daniels motioned to approve; Nicolas Ayala seconded.**

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

**d. Meeting Start Time Adjustment Discussion**

Cynthia Fernandez-Rios inquired of the Board members if moving the meetings to 4:15 pm on Tuesdays would allow a few of the student members to attend class until 4:15 pm and not miss any portion of the Student Union Board of Directors meetings. Ms.

Fernandez-Rios asked the Board if this was agreed to move the meeting start times to 4:15 pm to accommodate the class schedules. Board Members agreed to move all the meetings to a 4:15 pm start time.

**VIII. ANNUAL HOUSEKEEPING**

**a. 2020-2021 AY Meeting Schedule**

Amy Guerra-Smith noted that a couple of weeks ago she sent the Board meeting schedule for the 2020-2021 Academic year.

**b. Certifications of Non-Conflict of Interest**

Amy Guerra-Smith thanked all the Board members for their prompt attention and that all Board members submitted their signed certificates of non-conflict of interest.

**c. Board Roster Information**

Tamsen Burke informed the Board members that the Student Union, Inc. would like to acknowledge and recognize our Board members on our website and encouraged the

Board Members to complete the requested information if they haven't not done so and to send the information to Amy as soon as possible.

**IX. MEETING ADJOURNMENT**

Cynthia Fernandez-Rios asked for a motion to adjourn the September 22, 2020 Student Union Board of Directors meeting at 4:38 pm.

**Nicolas Ayala motioned to approve; Sonja Daniels seconded.**

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