

STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
October 27, 2020 at 4:15 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:** Nicolas Ayala, Zachary Birrer, Antonio Bustamante, Sonja Daniels, Zobeida Delgadillo, Charlie Faas, Cynthia Fernandez-Rios, Ellen Middaugh, Ishan Gupta, Joshua Reyes, Emily Wughalter
- Voting Members Absent:** None
- Non-Voting Members Present:** Tamsen Burke
- Guests Present:** Amy Guerra-Smith, David Alves, Terry Gregory, Jerry Darrell, Debbie Gairaud, Ryan Fetzer, Erick Campos, Larry Aldama, Jeffory Tonne, Kim Hagens, Matthew Lee, Kristina Hunt, Aaron Anderson, Yavik Kapadia

ANNUAL MEETING

- I. CALL TO ORDER**
Cynthia Fernandez-Rios called the October 27, 2020 Annual Student Union Board of Directors Meeting to order at 4:15 pm.
- II. ROLL CALL**
Amy Guerra-Smith completed a verbal roll call and noted there were 10 voting members present.
- III. APPROVAL OF MEETING AGENDA FOR OCTOBER 27, 2020**
Cynthia Fernandez-Rios asked for any changes needed to the OCTOBER 27, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA. Seeing no changes needed, Ms. Fernandez-Rios asked for a motion to approve the agenda as presented.
- Antonio Bustamante motioned to approve; Zobeida Delgadillo seconded.**
Vote on the Motion: 10-0-0 Motion Passed.
- IV. APPROVAL OF SEPTEMBER 22, 2020 MEETING MINUTES**
Cynthia Fernandez-Rios asked for any changes needed to the SEPTEMBER 22, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Seeing no changes needed, Ms. Fernandez-Rios asked for a motion to approve the meeting minutes as presented.
- Ishan Gupta motioned to approve; Antonio Bustamante seconded.**
Vote on the Motion: 10-0-0 Motion Passed.
- V. PUBLIC FORUM**
No one was present for the public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke informed the Board Members about a couple of highlights from the Student Union departments, noting that the Student Union, Inc. is one of very few in the CSU system that are open and operating. Ms. Burke noted that the SRAC facility anticipates welcoming faculty and staff back to use the facility on November 9th and that the pool is still operating. Tamsen noted that the Event Center re-entry plan is currently being written to support the Basketball and Gymnastics teams from Athletics. Ms. Burke also indicated that Erick Campos has accepted the Interim Operations Manager position at the Event Center.

Tamsen Burke reminded the Board Members that the Student Union has entered into a Common Interest Agreement with the University and CSU and is working with Associated Students to do an assessment of the Student Union related Category II fees.

Ms. Burke noted that she will go over the overarching themes from the external reviews later in the meeting.

Tamsen noted that she is currently working on the Operating agreements which expire in June 2021. Ms. Burke hopes to present the first draft to the Vice President in January so that there is enough time for discussion with the appropriate entities involved. She anticipates a completed document is in place prior to the expiration date.

VII. COMMITTEE REPORTS

A. Audit Committee (Cynthia Fernandez-Rios)

Cynthia Fernandez-Rios gave the Board Members a quick update on the Audit Committee report noting that the Audit is complete and no findings were revealed. Ms. Fernandez-Rios noted that packets are available by request.

B. Facilities & Programs Committee (Antonio Bustamante)

Antonio Bustamante gave the Board Members a report on the Facilities & Programs Committee meeting noting that the committee reviewed the various entities' guidelines that the facilities need to adhere to. Mr. Bustamante also noted that the Student Union is working to bring back a number of student supervisors. The committee also discussed several projects the Student Union is currently involved with including replacing the LED lights at the ATM kiosk, the solar panels project at SRAC, and the Event Center renovation project.

C. Finance Committee (Zachary Birrer)

Zachary Birrer gave the Board Members a report on the Finance Committee meeting noting that the Finance Committee selected a chair and vice-chair, met with UBS and reviewed the investment policy, reviewed the business practices through a shared relationship, PPP loan forgiveness anticipating 100% forgiveness, and that the FY 20-21 Budget was signed by the University CFO and currently waiting for the President to sign.

D. Personnel Committee (Antonio Bustamante)

Antonio Bustamante gave the Board Members a report on the Personnel Committee meeting noting that the committee met and discussed the following items: website refresh project to better tell the Student Union's story, Student Success program development, personnel Manual update, retirement process update, and the selection process for the educational fee waiver benefit.

VIII. AGENDA ITEMS

A. Current Authorized Signers on Corporate Bank Accounts

Tamsen Burke notified the Board Members that the current authorized signers on the corporate bank accounts are herself and David Alves. Ms. Burke noted that because she

has identified Jerry Darrell as the administrator in charge during her absence, Jerry Darrell will be added and Terry Gregory removed.

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

Tamsen Burke notified the Board Members that the Board Chair, Cynthia Fernandez-Rios, and the Associate Vice President for Campus Life, Sonja Daniels, are the two approvers of the Executive Director's expenses.

C. Annual Fiscal FY 19/20 Audit Report

Cynthia Fernandez-Rios notified the Board Members that the Annual Fiscal audit is completed and any Board Members who would like a printed bound copy of the audit report to let her know and a report will be mailed to them.

D. External Reviews - SRAC and Space Utilization

Tamsen Burke notified the Board Members that there were two major assessments done which were priorities for the Vice President for Student Affairs. Those assessments were the external reviews of the space utilization and SRAC. Ms. Burke went on to identify the major themes resulting from the reviews.

SRAC Review Themes:

- Continue to collaborate with academic units
- Hire a new director to lead the team
- Refocus on the marketing
- Integrated wellness model
- Student Success model

Space Utilization Review Themes:

- Unify partnerships with Recreation, Kinesiology, and Athletics as well as strengthen MOUs
- Event Center Operations and continue to be transparent and support students
- Develop a plan with stakeholders for shared space to best suit the students, organizations, and university community.

IX. ACTION ITEMS

A. Approval of Personnel Committee's Recommendation of Personnel Committee Chair and Vice-Chair for AY 2020-2021

Cynthia Fernandez-Rios noted that the Personnel Committee recommended Antonio Bustamante as Chair and Joshua Reyes as Vice-Chair and asked for a motion to approve the recommendation.

Ellen Middaugh motioned to approve the recommendation as presented; Emily Wughalter seconded the motion.

Vote on the Motion: 11-0-0 Motion Passed.

B. Approval of Finance Committee's Recommendation of Finance Committee Chair and Vice-Chair for AY 2020-2021

Cynthia Fernandez-Rios noted that the Finance Committee recommended Zachary Birrer as Chair and Ishan Gupta as Vice-Chair and asked for a motion to approve the recommendation.

Joshua Reyes motioned to approve the recommendation as presented; Antonio Bustamante seconded the motion.

Vote on the Motion: 11-0-0 Motion Passed.

C. Approval of Facilities & Program Committee's Recommendation of Facilities & Program Chair and Vice-Chair for AY 2020-2021

Cynthia Fernandez-Rios noted that the Facilities & Programs Committee recommended Zachary Birrer as Chair and Joshua Reyes as Vice-Chair and asked for a motion to approve the recommendation.

Emily Wughalter motioned to approve the recommendation as presented; Zachary Birrer seconded the motion.

Vote on the Motion: 9-0-2 Motion Passed.

Ellen Middaugh left the meeting.

D. Approval of Updated Cell Phone Policy and Reimbursement

Tamsen Burke presented the Board Members the updated Cell Phone Policy and Reimbursement tiers noting the shift in process from one time payments to paying employees on a monthly basis as well as the reimbursement. The new policy identifies the business need of cell phone access based on the employee's position and the critical business away from work. The Board Members discussed the policy. After the discussion, Cynthia Fernandez-Rios asked for a motion to approve the Updated Cell Phone Policy and Reimbursement as presented.

Emily Wughalter motioned to approve; Antonio Bustamante seconded.

Vote on the Motion: 9-1-0 Motion Passed.

X. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked if there were any other business to discuss or any announcements. Seeing none, Ms. Fernandez-Rios asked for a motion to approve adjourning the October 27, 2020 Student Union Board of Directors Annual Meeting at 5:14 pm.

Antonio Bustamante motioned to approve; Zachary Birrer seconded.

Vote on the Motion: 10-0-0 Motion Passed.