



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
January 29, 2021 at 9:30 am**

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, Antonio Bustamante, Zachary Birrer, Sonja Daniels, Zobeida Delgadillo, Charlie Faas, Cynthia Fernandez-Rios, Ishan Gupta, Ellen Middaugh, Joshua Reyes, Emily Wughalter
- Voting Members Absent:** None
- Non-Voting Members Present:** Tamsen Burke 
- Guests Present:** Amy Guerra-Smith, David Alves, Jerry Darrell, Debbie Gairaud, Ryan Fetzer, Caryn Collopy, Kelsey Snook, Kristine Kirkendall, Matthew Lee, Kim Hagens, Kevin Kish, Winston Adams, Chelsie Guzman, Larry Aldama

I. CALL TO ORDER

Cynthia Fernandez-Rios called the January 29, 2021 Student Union Board of Directors meeting to order at 9:32am.

II. ROLL CALL

Cynthia Fernandez-Rios asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith completed a verbal roll call noting there were 11 voting members present.

III. APPROVAL OF JANUARY 29, 2021 AGENDA

Cynthia Fernandez-Rios asked for any changes needed to the JANUARY 29, 2021 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA.

Sonja Daniels motioned to postpone Discussion Item C and Action Item A noting that further discussions are needed with the University; Antonio Bustamante seconded the motion.

Vote on the Motion: 10-0-1. Motion Passed.

Emily Wughalter motioned to approve the recommendation for Nicholas Ayala, Sonja Daniels, Tamsen Burke, and Cynthia Fernandez-Rios to represent the Board of Directors with discussions with the University; Antonio Bustamante seconded the motion.

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

IV. APPROVAL OF DECEMBER 1, 2020 MEETING MINUTES

Cynthia Fernandez-Rios asked for any changes to the DECEMBER 1, 2020 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Cynthia Fernandez-Rios asked for any objections to approve the meeting minutes as presented.

Sonja Daniels motioned to approve the meeting minutes as presented; Antonio Bustamante seconded the motion.

Vote on the Motion: 10-0-1. Motion Passed.

V. OPEN FORUM

No one was present for the open forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke gave the Board Members a few updates noting that the SRAC pool is currently open and continues to be the only facility in operation. Ms. Burke noted there is an issue with a heat exchanger in the pool and the SUI is working with FD&O to find a solution to resolve. SU, Inc. is working with Athletics and Kinesiology on a schedule for the pool use.

Ms. Burke noted that the SUI was given notice about the intention of the PCU Event Center being used for basketball so the Event Center team is working with the appropriate entities to prepare for the use of that facility.

Ms. Burke and Ryan Fetzner are also in discussion with Swimming pertaining to the competitions. Tamsen Burke noted that the SUI is beginning the initial planning process for the FY 2021-2022 Budget to prepare budgets for the Board's review later this semester.

Ms. Burke invited the Board Members to share their successes.

Ishan Gupta announced he will join Cisco as a financial analyst. Mr. Gupta also noted that his non-profit will launch on February 22nd, and explained that the non-profit aims to educate students about financial literacy.

Zachary Birrer announced that he was granted an internship with Charles Schwabb again for next summer.

Joshua Reyes announced that he started a new job as a student ambassador for the Student Outreach and Recruitment Center here at San Jose state and he is looking forward to connecting and greeting students to campus.

Emily Wughalter announced that recently she was recognized by the National Association for Kinesiology and Higher Education, with its distinguished service award.

VII. DISCUSSION ITEMS

A. Student Union, Inc. FY 2020-2021 Mid-Year Forecast to Actuals

Zachary Birrer presented the Board Members with the main points from the presentation to the Finance Committee of the SUI FY 2020-2021 mid-year forecast to actuals. Mr. Birrer presented the details of the mid-year forecast to actuals. Zachary Birrer explained to the Board Members that they were based on the memorandum from the University CFO and identified the objectives of completing the mid year forecast was to get an accurate financial picture for the remainder of this year. The SUI will start for next year, examine all activities supported by Category 2 fees and assess if any Spring reductions are warranted, to align all campus groups to minimize spending and redundancies, to look for efficiencies, identifies areas where money wasn't spent and areas where more money needs to be invested in.

Mr. Birrer indicated the full-time positions of Director, Manager and Program positions in July 2020 were left unfilled in order to offset financial expenses and to hire in January 2021 to support reopening of facilities for Athletics. Mr. Birrer noted that these positions were approved to hire by the Board and the Vice President for Student Affairs in September. Mr. Birrer explained that since September there have been additional resignations and retirements and the Student Union is currently seeking approval to hire in February 2021 the SU Associate Director, Marketing Manager and Marketing Supervisor, and Maintenance Tech II.

Zachary Birrer provided a review of the expenses and revenues for facilities and operations, noting a decrease in expenses for repairs and maintenance and outside agency. Mr. Birrer gave a quick overview of the revenue forecasts noting that student fees are reported as of November 20, 2020 when funds were received from the university. The Wireless contract revenue will be retained for Sprint until decommissioning the site due to their merge with TMobile. Revenues for AT&T will increase due to upgrades to equipment to support existing towers. Revenues from interest and dividends increased due to large capital gain distribution and higher income from the long term investment account. Mr. Birrer noted the CARES Act Loan forgiveness remains unknown at this time however the SUI applied for loan forgiveness but waiting on forgiveness notice from the Small Business Association. With this the SUI maintains the budgeted 75% forgiveness in the event the loan is not fully forgiven. Zachary Birrer asked Tamsen Burke to give a review of the mid year forecast numbers to the Board Members.

Tamsen Burke presented the Board Members the financial numbers and provided explanations to the Board Members of how the SUI derived to these numbers. Ms. Burke noted that the actuals were low because the SUI did not receive the approved requested \$7.5M until November 20, 2020, and that the SUI spent based on the funds available during the first half of the semester.

Ms. Burke went on to explain the amount in the line item of salaries and wages and benefits is based on the full-time positions the SUI was requested to not fill those positions until January as a part of a pre-approval by the VPSA. Ms. Burke noted that now, almost February, and those positions that remained unfilled are in process of being discussed with the VPSA for final approval. The Board Members had a conversation about some of the approved positions to hire. Mr. Faas indicated the campus is not hiring. Tamsen Burke noted that these positions are critical to the operation of the SUI, and is reviewing the positions for hiring with the Vice President of Student Affairs for final approvals.

Ms. Burke noted with this particular budget, the SUI is not recognizing revenues from leases and therefore requesting for a return of \$1.198M in Student Fees, in addition to the \$7.5M to support the operations of the SUI.

Tamsen Burke went on to explain that with the few departments with modified operations and partial revenues from those leases collected, the SUI is requesting a return of \$721,000. The Board Members discussed which of the two mid year forecasts the SUI should submit to the University CFO, deciding on the \$721,000 return of fees for the mid year forecast.

B. SU, Inc. preparation of a proposal for Board review and recommendations to the SJSU President for Student Fees Reallocation of FY 2020-2021 Unused Funds for Basic Needs Initiatives and increased engagement with Students.

Tamsen Burke noted that due to the reduction in the budget due to reduced operations, the SUI is asking for the Board's recommendations of what to do with the remaining \$3.1M of Student Fees. Ms. Burke explained that the SUI would like to submit a proposal to President Papazian on behalf of the Board on recommendations of how the \$3.1M of Student Fees can be best used to support student basic needs. Cynthia Fernandez-Rios encouraged Board Members to submit ideas of how these fees can help support student basic needs.

Sonja Daniels noted that this is a practice across other CSU campuses and having discussions with their campuses. Ellen Middaugh indicated it would be helpful to include offerings of what Student Affairs is already supporting, and that the funds go to the students who are really in need of the support.

Tamsen Burke noted that a couple of ideas that have been offered are supporting students' mental health well-being by using the funds for additional counselors and food security and working with the Spartan Cares Food Pantry.

C. Review the Memorandum of Use for the SU \$4M Reserve Contribution to the University in Compliance with California Education Code, Title V. Section 42659.

This agenda item was postponed to a future meeting.

VIII. ACTION ITEMS

A. Approval to Transfer Funds for the Memorandum of Use of the SU \$4M Reserve Contribution to the University in Compliance with California Education Code, Title V. Section 42659.

This action item was postponed to a future meeting date.

VI. MEETING ADJOURNMENT

Cynthia Fernandez-Rios asked for any additional business to discuss. Seeing no additional business to discuss, Ms. Fernandez-Rios asked for a motion to adjourn the meeting at 10:19am.

**Joshua Reyes motioned to adjourn the meeting; Zachary Birrer seconded the motion.
Vote on the Motion: 10-0-0. Motion Passed.**