



**STUDENT UNION, INC. BOARD OF DIRECTORS
Finance Committee**

**Meeting Minutes for
April 20, 2021 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: Zachary Birrer, Cynthia Fernandez-Rios, Charlie Faas, Sonja Daniels, Ishan Gupta
Voting Members Absent: None
Non-Voting Members Present: Tamsen Burke, David Alves
Guests Present: Amy Guerra-Smith, Kelsey Snook, Diane Qin, Kristine Kirkendall, Caryn Collopy, Matthew Lee, Winston Adams

I. CALL TO ORDER

Zachary Birrer called the April 20, 2021 Finance Committee meeting to order at 4:17pm.

II. ROLL CALL

Zachary Birrer asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith completed a verbal roll call.

III. APPROVAL OF APRIL 20, 2021 AGENDA

Zachary Birrer asked for any changes needed to the APRIL 20, 2021 FINANCE COMMITTEE MEETING AGENDA. Seeing no changes needed, Mr. Birrer asked for a motion to approve the agenda as presented.

Cynthia Fernandez-Rios motioned to approve the agenda as presented; Ishan Gupta seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed.

IV. APPROVAL OF APRIL 6, 2021 MEETING MINUTES

Zachary Birrer asked for any changes needed to the APRIL 6, 2021 FINANCE COMMITTEE MEETING MINUTES. Member Charlie Faas requested clarification on item 5D, indicating the statement should reflect that the University potentially qualifies for FEMA expenses and the SUI could potentially qualify for FEMA expenses. The University is not seeking reimbursement from FEMA and not recommended the Student Union to seek reimbursement. Mr. Birrer asked for a motion to approve the April 6, 2021 Finance Committee Meeting Minutes with the requested change.

Sonja Daniels motioned to approve the April 6, 2021 Finance Committee Meeting Minutes; Cynthia Fernandez-Rios seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed.

V. DISCUSSION ITEMS

A. Review of Tax Return for the year ended 6/30/20

Tamsen Burke indicated that David Alves sent the document for review and answered the questions posed.

B. FY 21/22 Budget Annual Review

a. Process Timeline FY 21/22

Tamsen Burke explained the budget review process noting that today is the first review with a second review on April 27th and if needed, a 3rd review on May 4th with the Board reviewing and taking action on May 11, 2021.

b. First Review Annual Budget and Assumptions

Tamsen Burke presented the Finance Committee with the assumptions the Student Union, Inc. used to draft the budget request. Ms. Burke went on to describe the assumptions used which are:

- re-population of 70% of students on campus with 13,000-16,000 students taking on-campus and hybrid classes
- up to $\frac{2}{3}$ of faculty and staff working on campus either full-time or hybrid schedule
- the county stays in the yellow tier
- no salary increases with the exception of exempt position salary adjustments to meet the CA Exempt Salary Minimum Wage requirement
- Fall 2021 operations and occupancy is based on 70% with consideration of density requirements for space/users
- Spring 2022 operations and programming is based on 100% operations
- No concerts or outside group reservations for the Event Center, but will be reviewed as SJSU Adapt Plan changes in phase 4.
- Fall 2021 and Spring 2022 Commencements will be considered in the FY 21/22 budget for in person graduations for the (7) colleges.

Ms. Burke also noted additional services will impact the operations and budgets for the SU, Inc FY 21/22 budget including dining services, housing population numbers, and the ability of allowing outside groups space reservations, live events and concerts. Tamsen Burke noted high risk assumptions which will effect the budget align with the University's efforts and include mechanical systems, cleaning practices, PPE, and other items related to returning to repopulating and preparing the spaces for the safest environments as possible.

Ms. Burke explained to the Committee the Administrative and Program Controls used in determining the budgets, noting that

- Meetings - Conducted electronically wherever possible and
- Live Events & Performances
- Athletic Events, Commencements, and Special Events (Spring 2022) will follow recent sector guidance
- Allowed for attendees living with a region but with capacity/group size limitations
- Requires advanced reservation, assigned seating, in-seat concessions only, and controls to limit mixing especially when larger groups

The Finance Committee asked various questions regarding the budgets. Tamsen Burke and David Alves provided clarity and understanding of budget decision and impacts.

VI. ACTION ITEMS

A. Approval to File Tax Return for the year ended 6/30/20

Zachary Birrer asked for a motion to approve to File the Tax Return for the year ended 6/30/2020.

Cynthia Fernandez-Rios motioned to approve to File the Tax Return for the year ended 6/30/2020 as presented; Sonja Daniels seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed.

B. Approve FY21/22 Budget Timeline to submit to BOD

Zachary Birrer asked for a motion to approve the FY 21/22 Budget Timeline to submit to BOD.

Cynthia Fernandez-Rios motioned to approve the FY 21/22 Budget Timeline; Ishan Gupta seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed.

VII. MEETING ADJOURNMENT

Zachary Birrer asked for any other business to discuss. Seeing no additional business to discuss, Mr. Birrer asked for a motion to adjourn the meeting at 5:17 pm.

Cynthia Fernandez-Rios motioned to adjourn the meeting at 5:17 pm; Sonja Daniels seconded the motion.

Vote on the Motion: 5-0-0 Motion Passed.