



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

**Meeting Minutes  
March 18, 2022  
12:30 PM**

**This is a hybrid meeting.**  
**In-person: Student Union Inc. Building, Conference Room 6**  
**Telecommute meeting by Zoom Video Conference.**  
*This meeting was facilitated in person and through an online Zoom format.*

**Voting Members Present:** Isaiah Andrews, Kathryn Blackmer Reyes, Hoon Cho, Dr. Sonja G. Daniels, Charlie Faas, Anoop Kaur, Joshua Reyes, Aarushi Sharma, Soumya Trivedi  
**Voting Members Absent:** James Figueroa, Peter Lee  
**Non-Voting Member Present:** Tamsen Burke *Tamsen Burke* 4/22/2022

**I. CALL TO ORDER**

Director Andrews called the meeting to order at 12:32 p.m.

**II. ROLL CALL**

Director Andrews asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

**III. APPROVAL OF MARCH 18, 2022 AGENDA**

Director Andrews asked for a motion to approve the agenda.

**Director Daniels motioned to approve the agenda; Director Reyes seconded the motion.**  
**Vote on the Motion: 9-0-0 Motion Passed**

**IV. APPROVAL OF FEBRUARY 18, 2022 MEETING MINUTES**

Director Andrews asked for any changes to the February 18, 2022 meeting minutes.

**Director Sharma motioned to approve the meeting minutes as presented; Director Trivedi seconded the motion.**  
**Vote on the Motion: 9-0-0 Motion Passed**

**V. PUBLIC (OPEN) FORUM**

No public comment.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Ms. Burke formally apologized to Director Faas for an error made earlier in the week.

Ms. Burke is reviewing the Event Center Weight Room Guidelines to make sure there is a good alignment between athletics and Student Union (SU). She explained staff have been meeting to review their budgets. The budgets will go to the Board for a first read in April. She briefly discussed the County Assessors Report. The SU provides this report to the university based on SU leases. The expired leases will be signed as part of the Operating Agreement and the funds will be placed into the SU trust fund as part of that revenue source. The SU received partial

payment for the 2021-2022 current leases. The university notified the SU that the remaining funds will be transferred into the trust fund. She announced that the Event Center will be returned to the SU for operating. This provides an opportunity to bring all the partners together to discuss how to best support the different users and groups that utilize the Event Center. Ms. Burke also explained that she and Ms. Ferdolage are in discussions about the transition of the SU Maintenance Department to FD&O (Facilities Development and Operations). They are working through many variables including how the current positions align with the university and making sure student positions continue to be student positions.

The Board requested that once the lease agreements have been signed with the Operating Agreement, that the dollar amounts are shared back with the Board to make sure those are in line with what those appropriate charges have been in the past. There was also a request for an update on the athletics leases.

## **VII. COMMITTEE REPORTS**

### **A. Audit Committee (Anoop Kaur)**

Director Kaur explained that SJSU IT is preparing for the 2022 Decentralized Computing Audit from the CSU Chancellor's Office. SJSU IT has already met with the Auditor to discuss the scope of the decentralized computing audit and have reached out to the selected decentralized IT organizations to start the process by completing an initial questionnaire. The field work phase is scheduled for 10 weeks, February 28 through May 9, 2022. February 28 through April 14, 2022, the auditors will review each Internal Controls Questionnaire (ICQ), Requests for Documents (RFD), and schedule meetings to discuss any additional questions.

### **B. Facilities & Programs Committee (Aarushi Sharma)**

Director Sharma reported an update was provided on the Event Center fire alarm project and summer construction projects scheduled for south campus which may have a possible impact on the recreation field. There were discussions regarding a request to provide portable bleachers for the recreation field. Information regarding an increase in student fees was shared by the university that showed SU fees could increase by \$10.00 dollars. Mr. Fetzer, Director of Spartan Recreation and his team will be working on a SSEFT proposal for additional funding for Club Sports and Intramural Sports.

### **C. Finance Committee (Aarushi Sharma)**

Director Sharma reported that the committee approved the SU Public Relations Policy. The committee discussed the proposal to increase student fees and the possibility of submitting a SSEFT proposal for additional funding for Club Sports and Intramural Sports. There was a brief discussion on the FY 21-22 budget which will be brought back to the Board of Directors (BOD) for approval once the Operating Agreement has been signed.

### **D. Personnel Committee (Joshua Reyes)**

Director Reyes reported that the student BOD application window closed on March 11 and there were 16 applications submitted. The BOD Recruitment Committee is in the process of screening the applicants to determine who will move forward to an interview. Director Reyes is also working on the Executive Director's annual evaluation and a questionnaire was sent out to the BODs and the ED direct reports to complete.

Ms. Burke explained that stoles will be purchased for the student BODs who will be graduating May 2022.

### **E. Special Committees: Bylaws/Reserve Policy/Investment Policy**

Ms. Burke provided an update on the special committee meetings. Each committee has

had two meetings and a third is currently being worked on. The recommendations will be brought forward to the Board for review and approval at a future meeting.

**VIII. DISCUSSION**

**A. Operating Agreement and FY 21-22 Budget Update**

Ms. Burke explained there have been two meetings with the university. They have agreed on a good portion of the language and items outlined in the agreement but there are still some areas that are being negotiated. Additional language will be added in the agreement for the Event Center. The university is currently working on scheduling a third meeting which will include reviewing the additional language for the Event Center.

**IX. DISCUSSION/ACTION ITEMS**

**A. Review and Approve the Student Wage Schedule for 2022**

Ms. Burke explained full-time staff reviewed the schedule and provided feedback to make sure each position was listed under the appropriate level. All student assistant positions will start in July 2022 in Step 1 and all departments will be accounting for this in their budgets. It is anticipated that San Jose will increase minimum wage to \$18.00 in 2024. If that happens in 2024, the cents would stay as currently listed on the schedule and the dollar amount would increase by \$1.00 throughout the schedule.

Director Andrews asked for a motion.

**Director Cho motioned to approve the Student Wage Schedule for 2022; Director Faas seconded the motion.**

**Vote on the Motion: 9-0-0 Motion Passed**

**B. Review and Approve Student Union Public Relations Policy**

Ms. Burke explained this document is one of three that is required to be in the Operating Agreement and also filed with the Chancellor's office. In the past there was not a separate document, the agreement only listed what the policy was. Ms. Burke researched policies from other CSU auxiliaries to create the document. The policy speaks to any accumulation of public relations funds. The SU does not accumulate or utilize funds from public relations, nor do we expect to in the foreseeable future.

Director Andrews asked for a motion.

**Director Faas motioned to approve the Student Union Public Relations Policy; Director Blackmer Reyes seconded the motion.**

**Vote on the Motion: 9-0-0 Motion Passed**

**C. Selection and Approval of the Facilities & Programs Committee Vice-Chair for the Remainder of AY 2021-2022**

Director Andrews asked for nominations.

Recommendation to table this item until the next meeting so all board members are present.

**Director Faas motioned to table the item until the next meeting; Director Daniels seconded the motion.**

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

**D. Selection and Approval of the Audit Committee Vice-Chair for the Remainder of AY 2021-2022**

Director Andrews asked for nominations.

Director Reyes nominated himself for vice-chair.  
Ms. Burke asked Director Reyes to explain his interest in being on this committee.  
Director Reyes explained that he wanted to learn more about the Audit Committee,  
provide support to the committee chair, and contribute his perspective.

**Director Blackmer Reyes motioned to approve the nomination for vice-chair;  
Director Faas seconded the motion.**

**Vote on the Motion: 8-0-1 Motion Passed.**

Abstain: Director Reyes

**X. CLOSED SESSION**

**A. Personnel Matters**

The Board did not require a Closed Session.

**XI. REPORTING OUT OF CLOSED SESSION**

Closed Session was not required.

**XII. BOARD OF DIRECTORS ANNOUNCEMENTS**

No announcements.

**XIII. MEETING ADJOURNMENT**

Director Andrews asked for a motion to adjourn the meeting.

**Director Daniels motioned to adjourn the meeting; Director Kaur seconded the motion.**

**Vote on the Motion: 9-0-0 Motion Passed**

**Meeting adjourned at 1:17 p.m.**

The Student Union Board of Directors is a public body, and members of the public have a right to attend and participate in its meetings. This schedule is established as a best approximation of how long each scheduled meeting will take to complete its business. Depending on the length of the discussions, which are not possible to predict with precision in advance, the scheduled meeting times indicated may vary widely. The public is advised to take this uncertainty into account in planning to attend any meeting listed on this schedule.