



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

**Special Meeting Minutes**

**September 2, 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 is being facilitated in-person and through an online Zoom format.*

**Voting Members Present:**

Isaiah Andrews, Andrea Cabrera-Sanchez, Nina Chuang, Dr. Sonja G. Daniels, James Figueroa, Krishna Sai Mangalarapu, Logan Meline, Rishabh Pandey, Jeet Pankajkumar Parekh, Kathleen Prunty, Aarushi Sharma

**Voting Members Absent:**

Kathryn Blackmer Reyes, Peter Lee

**Non-Voting Member Present:**

Tamsen Burke

**Guests:**

Patrick Day, Vice President, Student Affairs

DocuSigned by:

*Tamsen Burke*

9/19/2022

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**I. CALL TO ORDER**

Director Andrews called the meeting to order at 12:55 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF SEPTEMBER 2, 2022 SPECIAL MEETING AGENDA**

Director Andrews asked for any changes to the agenda.

There was a request to add a close session item.

Director Andrews asked for a motion to approve the agenda with the addition of a closed session.

**Director Pandey motioned to approve the agenda with the addition of a closed session; Director Figueroa seconded the motion.**

**Vote on the Motion:**

**11-0-0**

**Motion Passed**

**IV. DISCUSSION/ACTION ITEMS**

**A. Approve Operating Agreement Between CSU and Student Union of San Jose State University**

Ms. Burke explained that the board reviewed the Operating Agreement at the last meeting. An item was added to the agreement on the last draft in regards to facility use fees and those fees being paid to the trust account versus being recognized revenue for the Student Union (SU), which is often used to offset expenses. Based on conversations with Vice President Day and Ms. Prunty this morning, there was a sentence added to 26 D, "Notwithstanding the foregoing, this provision does not apply to facility use fee proceeds from external, non-affiliates to campus". With the addition of the last sentence, Ms. Burke asked Ms. Prunty for clarity on whether the first sentence is still applicable in terms of facilities listed in 26 A? Ms. Prunty explained that for the Diaz Compian Student Union, Provident Credit Union

Event Center, and Spartan Recreation and Aquatic Center (SRAC), those facilities' proceeds shall be deposited in the SU trust account. Expenses for the spaces, including but not limited to utilities, maintenance, and custodial services, will be paid from the SU trust account. This provision does not apply to facility use proceeds from external non-affiliates to campus.

The board discussed this paragraph and asked whether there will be any kind of accounting back to the SU regarding the utility costs and tracking for accountability? Those costs have generally been in the SU budget to pay versus from the trust. Ms. Burke explained that they are still working through the visibility and transparency of this accounting. SU finance and accounting have access to the trust account fund to pull reports for the board any time. In addition, there will be a mid-year review of the operating budget done around December and January for the CFO and Vice President of Student Affairs. This will also allow an opportunity to look at the trust fund and provide a mid year report for the board. It was clarified by Ms. Prunty that the SU board of directors has jurisdiction over the SU funds. The student fee trust account is under the control of the university and there are state laws that govern how that money is used. She recognized that the SU board of directors have an interest in observing what has happened with the student fee trust account. The university is willing to prepare a report on the use of the student fee trust account at any time. Director Daniels requested for the board to discuss this at a different time in order to see how the board wishes to interpret the statement. Ms. Burke requested this topic be added to another agenda to allow the board an opportunity to discuss student fees and their role so there is a clear understanding.

Ms. Burke reviewed item 2 B under Program and Services, which was the only other change that was recommended from the last board meeting. It states that auxiliary shall submit a program and facilities plan to the campus on an annual basis for approval. This is part of the annual budget approval process so Ms. Burke recommended moving the statement to 26 B and removing it from 2 B so it would not be a separate section. She clarified 2 B is an agreeable change but it implies that we have to do something separate from a process that is already in place. She would like to have it as part of the budget process rather than a separate process.

The board discussed section 28 C, "SU board of directors are able to provide input to the Campus Master Planning process for updates and changes to the student fee buildings and renovations.", and asked why this paragraph was struck out to be removed from the agreement. Ms. Burke's understanding is that there were areas in the agreement that did not need to be in a high level operating agreement. The board of directors will have input on the master plan through a different process. Ms. Burke suggested the board attend the campus planning open forums to provide feedback. The university will make the decisions based on the university priorities but the SU will always have a voice for those facilities they are responsible for. As requested by Director Chuang, Ms. Burke will meet with the Chair of Academic Senate to see if the SU Board of Director Chair would have an opportunity to attend those meetings. Ms. Prunty explained that 28 C was not a contractual obligation that could be entered into the Operating Agreement and that it was a desire to engage the campus master plan. Vice President Day recommended inviting the Master Plan Committee to a SU board meeting to discuss the master plan and provide a direct opportunity for the board members to provide input. Director Chuang asked for a commitment from the university that the SU board members will have a voice in the process. She feels the SU board has a unique perspective regarding campus facilities and budgets and it would be important to have the board's input in the process. Ms. Burke will work with the university partners to find out when the master plan meetings are and to also find the best way to present the information to the board through the existing committees. The board asked about the process and their involvement in discussions if any major renovations or expansions are done to the facilities the board is overseeing and operating. Vice President Day encouraged the board to set up a structure to have meetings twice a year to discuss long-term facilities that the SU has some operations around. He suggested writing a formal memo to Vice President Faas and copying the President, in hopes of coming to some sort of agreement around facilities and the master planning process.

Vice President Day clarified that section 2 B was to provide clarity and not to have another

document be submitted to the university. Ms. Burke agreed to leave the statement under 2 B.

Ms. Burke explained that once the Operating Agreement is signed, the MOU for the recreation field regarding the scheduling, oversight, and use of that field, needs to be executed in the next three months. The President assigned a committee to look at a shared scheduling practice for the Event Center. The committee continues to evolve to include discussions around scheduling for SRAC, SU, and the recreation field, from a more shared perspective of a unified approach. The custodial and maintenance service agreement will need to be executed in six months and IT is also part of that transition.

Director Andrews asked for a motion to approve the Operating Agreement.

**Director Chuang motioned to approve the Operating Agreement as presented with the item 28 C being added back into the agreement; Director Andrews seconded the motion.**

**Vote on the Motion: 0-9-2 Motion Failed**  
**Abstain: Director Andrews, Director Cabrera-Sanchez**

Director Andrews asked for another motion to approve the Operating Agreement as presented.

**Director Meline motioned to approve the Operating Agreement as presented; Director Sai Mangalarapu seconded the motion.**

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

*Item added during the approval of the agenda.*

*Moved into closed session at 2:28 PM*

## **V. CLOSED SESSION**

### **A. Personnel**

*Reconvened regular session at 2:57 PM*

Director Andrews reported that no action was taken in closed session.

## **VI. MEETING ADJOURNMENT**

Director Andrews asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:58 p.m.