



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

Meeting Minutes

October 21, 2022

12:30 PM - 2:00 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, Kathryn Blackmer Reyes, Andrea Cabrera-Sanchez, Nina Chuang, Dr. Sonja G. Daniels, James Figueroa, Logan Meline, Rishabh Pandey, Jeet Parekh, Kathleen Prunty (BOD Designee), Krishna Sai Mangalarapu, Aarushi Sharma

Voting Members Absent: Peter Lee

Updated Attendance: Peter Lee was updated to present at 12:50 PM
Dr. Sonja Daniels was updated to absent at 1:01 PM

Non-Voting Member Present: Tamsen Burke

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Tamsen Burke
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I. CALL TO ORDER

Director Andrews called the meeting to order at 12:33 p.m.

II. ROLL CALL

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

III. APPROVAL OF OCTOBER 21, 2022 AGENDA

Director Andrews asked for any changes to the agenda.

Director Andrews asked for a motion to approve the agenda.

Director Chuang motioned to approve the agenda; Director Meline seconded the motion.

Vote on the Motion: 12-0-0 Motion Passed

Director Andrews took a moment of silence for Camdan Mcwright, SJSU football player, who passed away this morning.

IV. APPROVAL OF SEPTEMBER 16, 2022 MEETING MINUTES

Director Andrews asked for any changes to the minutes.

There was a request to correct a typo. Director Andrews asked for a motion to approve the minutes with the correction.

Director Chuang motioned to approve the meeting minutes with the correction; Director Figueroa seconded the motion.

Vote on the Motion: 12-0-0 Motion Passed

V. PUBLIC FORUM

Sienna Berdan, Orbit Coffee Company, spoke about her products and requested consideration for Orbit Coffee products to be carried in the markets on campus.

Jocelyn Aguilar, Ashana Patel, and Rio Villalobos. Student Union Student Assistants, shared their thoughts on why they feel there is a need to increase student assistant wages and they asked the board to consider their request.

The students were permitted extra time to share their thoughts, at the request of Director Chuang.

VI. EXECUTIVE DIRECTOR REPORT

Ms. Burke explained that with the Operating Agreement being signed, they are now working on the transition in terms of processes. She updated the board on the flooding in the theater. They are working with Facilities Development and Operations (FD&O) and Strategic Sourcing on the repairs. She commended all staff who are providing programs for students. Ms Burke mentioned that even though the 2022-2023 budget has not been signed by the university yet, staff will be working on the schedule for the 2023-2024 budget, which will be presented to the Finance Committee.

VII. COMMITTEE REPORTS

A. Audit Committee

The committee did not meet so Director Sharma did not have a report.

B. Facilities & Programs Committee

Director Parekh reported that the Student Union (SU) will be working on a report that outlines significant events, metrics used, and impact to students, which will be shared with the President. SU program staff will be meeting with Campus Life partners to discuss the 2023 spring events. There was an issue brought to the committee's attention related to the lines on the Spartan Recreation field for rugby, lacrosse, and possibly other club sports teams. FD&O is looking into the issue. An update was provided on the Event Center HVAC replacement project and the office project. Staff at SRAC are putting a proposal together for new membership categories and pricing models which will be brought to the Facilities & Programs Committee for discussion at a future meeting.

C. Finance Committee

Director Cabrera-Sanchez reported that the committee discussed their committee goals for 2022-23 and the budget planning and process for fiscal year 2023-24. Ms. Burke explained that we need to recognize the Student Success, Excellence and Technology Fee (SSETF) funds as an additional source of revenue and expenses. The committee approved the withdrawal and closure of the Local Agency Investment Fund (LAIF) account which is being brought to the board for final approval.

D. Personnel Committee

Director Meline reported that the committee discussed the 2023 AOA Scholarship of Excellence Award opportunity for students demonstrating service to CSU auxiliary organizations. Also discussed were the employer benefit contribution rates which the committee agreed to review on an annual basis and possible changes to the Employee Moving and Relocation Policy in order to be in alignment with the CSU policy. The committee tabled the Student Union FY 2022 - 2023 Increase Salary and Bonus for Separated Employees agenda item due to the committee's request for more information.

VIII. INFORMATION ITEMS

A. Annual Fiscal Year 21/22 Audit Report

Mr. Alves explained that the audit report was completed in mid September and it was a clear

report with no issues. Upon request, board members would be provided with a printed copy of the audit report. The audit report is also available on the Student Union website.

B. Current Authorized Signers on Corporate Bank Accounts

Ms. Burke explained that the current authorized signers for the corporate bank accounts are herself and Timothy J. Banks. The Board Chair, Isaiah Andrews, is an authorized signer on the financials.

IX. DISCUSSION/ACTION ITEM

A. Review and Approve the 2021-2022 Student Union Inc. Annual Report

Ms. Burke explained that there are some last minute edits being made to the report so it is not ready for board approval at this time. She requested the item be tabled.

Director Andrews asked for a motion to table the item.

Director Figueroa motioned to table the item; Director Meline seconded the motion.

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

Director Chuang left the room and was not present during the vote.

B. Adopt Resolution No. 10.21.22.02 Authorizing the Deposit and Withdrawal of CSU San Jose Student Union Monies in the Local Agency Investment Fund (LAIF)

1. **BACKGROUND:** In 1976, the State of California established an Investment Fund in the State Treasury to be used by local agencies to pool their resources for investment. The Student Union began participating in the Fund in 1992. The updated resolution reflects the current individuals who are authorized to transfer funds into or out of the LAIF account.

Mr. Alves explained this account was originally established sometime in 1992 and the last transaction was in 2007. In 2015 the Student Union opened an account with UBS and the LAIF account was no longer used. Ms. Burke and Mr. Alves would like to close the account and transfer the funds into the UBS account.

Mr. Alves answered questions from the board and explained that UBS is a brokerage firm the Student Union uses for its long-term and short-term cash needs and clarified that there would be no costs to close the LAIF account.

Ms. Burke explained that the signing officers for the LAIF account need to be updated on the resolution as the currently signing officers are no longer employed by the Student Union. She requested the board authorize Mr. Alves and herself as the new signing officers on the account.

Director Andrews asked for a motion.

Director Chuang motioned to adopt Resolution No. 10.21.22.02 to update the signature card for the LAIF account; Director Parekh seconded the motion.

Vote on the Motion: 12-0-0 Motion Passed

C. Approve the Withdrawal and Closure of the CSU San Jose Student Union LAIF and Funds Deposited into the UBS Long Term Investment Account

There was no discussion as the information was shared during the previous item.

Director Andrews asked for a motion.

Director Meline motioned to approve the withdrawal and closure of the CSU San Jose Student Union LAIF and funds deposited into the UBS Long Term Investment Account; Director Andrews seconded the motion.

Vote on the Motion: 12-0-0 Motion Passed

Director Andrews recessed into Closed Session

X. CLOSED SESSION

A. Personnel Matters

Director Andrews reconvened Open Session at 1:41 PM

XI. REPORTING OUT OF CLOSED SESSION

Director Andrews reported that there was no action taken in Closed Session.

XII. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Chuang provided a brief update on the search for a new executive director for Associated Students (AS). She invited the board to attend her last Picnic with the A.S. President event on October 28th and to attend the AS board meeting on Wednesday to hear about a resolution they will be discussing and taking action on in support of women in Iran

Director Meline is organizing a board social and requested input from the board members.

Ms. Burke will research the history of student wages back to 2018-2019 and present the information at the next Personnel Committee meeting.

XIII. MEETING ADJOURNMENT

Director Andrews asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:51 p.m.