



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
January 27, 2023
1:00 PM - 2:30 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: Isaiiah Andrews, Andrea Cabrera-Sanchez, Dr. Sonja G.Daniels, James Figueroa,, Logan Meline, Jeet Parekh, Kathleen Prunty (BOD Designee)

Voting Members Absent: Kathryn Blackmer Reyes, Nina Chuang, Peter Lee, Rishabh Pandey, Krishna Sai Mangalarapu, Aarushi Sharma

Non-Voting Member Present: Tamsen Burke

DocuSigned by:
Tamsen Burke
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I. CALL TO ORDER

Director Andrews called the meeting to order at 1:03 p.m.

II. ROLL CALL

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

III. APPROVAL OF JANUARY 27, 2023 AGENDA

Director Andrews asked for any changes to the agenda.

Director Andrews asked for a motion to approve the agenda.

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

Vote on the Motion: 7-0-0 Motion Passed

IV. APPROVAL OF DECEMBER 2, 2022 MEETING MINUTES

Director Andrews asked for any changes to the minutes.

Director Andrews asked for a motion to approve the minutes as presented.

Director Figueroa motioned to approve the meeting minutes as presented; Director Daniels seconded the motion.

Vote on the Motion: 7-0-0 Motion Passed

V. PUBLIC FORUM

Jeff Toone requested that Closed Session be moved to after the Announcements.

VI. EXECUTIVE DIRECTOR REPORT

Ms. Burke introduced new staff; John Lawrence, Budget Analyst; Travis Boothe, Outdoor Adventure & Climbing Wall Supervisor; Naomi Herrera, Scheduling Ticket Office Supervisor; and Sunnie

Victoria, Supervisor, SU Night Event Operations. The following staff retired, Amy Guerra-Smith and Larry Aldama. Ms. Burke will begin the search for the board of directors faculty and community seats. The Event Center scheduling process and guidelines have been completed and we are in the final stage of having all reservations for the Event Center directed to Event Services. Ms. Burke provided updates on the Operating Agreement MOUs. The camera system transfer has been completed, the University Interdisciplinary Recreation Field MOU is in final edits; IT MOU is being reviewed by the Vice President of IT and will come back to the Student Union for final review. Ms. Burke is still working on the service agreements and the transition to FD&O. Ms. Burke provided a brief update on several projects that are being worked on which include the replacement of two exterior sub pumps that were part of the cause of the interior damage to the theater. AV & operations space in the Event Center has been completed and staff are now operating from that location. The Event Center fire alarm project has been fully executed and work is being done in the evening hours to have minimal impact on athletics and student programs in that facility. The marketing team is gathering information from students through Instagram, on which artist they would like to see at Spartan Fest. There is a tentative date scheduled in the spring but work is still being done with the promoter to confirm the details. This will be a smaller version of Spartan Fest. In light of the recent events around shootings, the programs and events team have postponed the laser tag event at this time.

VII. BOARD OF DIRECTOR CHAIR REPORT

Director Andrews announced that he will be stepping down from the board at the end of this meeting. He has learned a lot over the past year and a half and has made a lot of connections and friendships. He hopes that the Student Union will continue to grow.

Director Andrews asked Director Meline to Chair the rest of the meeting. Director Meline thanked Director Andrews for all he's done for the Student Union and for the support he provided him.

VIII. COMMITTEE REPORTS

A. Audit Committee

Director Sharma was absent so there was no report.

B. Facilities & Programs Committee

Director Parekh did not have anything to report.

C. Finance Committee

Director Cabrera-Sanchez did not have anything to report.

D. Personnel Committee

Director Meline reported that the recruitment for student board of directors has started and applications are now being accepted. The last day to submit an application is February 28th.

IX. DISCUSSION

A. FY 22-23 Mid Year Budget

Ms. Burke explained the fiscal year 2023 mid year budget has been completed and was presented to the university by January 20th. Ms. Burke explained that we received budget funds of \$7.1 million dollars December 14th. A lot of the anticipated expenses from July until December were not realized because we had not received the funding. This does not mean that those expenses were not needed. Based on the mid-year review, Ms. Burke anticipates asking for the remaining 4.2 million to be able to accomplish the goals that were set. Throughout the document Ms. Burke provided some assumptions as well as outlining what we are going to spend, and possible impacts to the spending model we had projected. The bowling center is doing well in terms of revenue

and SRAC memberships are on target and may exceed their membership goal. Membership growth is consistent throughout the academic year. During May and June, there is an opportunity to increase memberships for the community around the pool in particular. Ms. Burke reviewed the expenses and explained that we still have a number of positions open. This is the peak recruitment time so some adjustments were made in the budget in anticipation of start dates in March for a number of positions. Not having the opportunity to buy supplies that were needed during the fall semester, Ms. Burke anticipates spending the funds budgeted for supplies, travel and staff development. We are still caring expenses in regards to outside agencies and services during the transition. The mid-year report also provided a budget overview of each center.

B. FY 23-24 Budget Timeline

Ms. Burke explained that the timeline was previously approved by the board so staff are moving forward with budget development. She commended David Alves, Associate Director of Accounting, and John Lawrence, Budget Analyst, for their hard work and for putting together a training manual for staff. The 2023-24 budget templates have been created and are ready to send out to each department so staff can begin the budget process. The student board of directors will receive training on how the budget is developed and formatted during the February 3rd student board training.

C. 403 B Automatic Roll Over Service Agreement

Ms. Burke explained that in the fall it was discussed that we were reaching a threshold for an audit regarding the number of participants in our 403 B plan. An agreement was signed to amend our 403 B plan to allow a rollover to an IRA plan for participants with less than \$5,000 thousand dollars rather than continue to carry those participants. A notice was sent to participants with less than \$5,000 thousand dollars giving them the option to rollover into an IRA plan. Terminated employees with less than \$1,000 thousand dollars in their 403 B plan, are either paid out or their funds are rolled over into an account of their choice. Through these processes, we have reduced our liability to ensure that the participant numbers do not rise to the level of an audit. Ms. Burke briefly explained that the audit would be looking at participation and not necessarily an audit of the entire program. That type of audit is done in June each year.

D. UPD Meeting - Safety and Security

Ms. Burke explained that she met with Vice President Patrick Day and Chief Carol regarding some of the things happening across campus and how that intersected with the facilities the Student Union oversees. The Student Union building is more accessible to the community than SRAC which has a controlled entrance. Ms. Burke and Mr. Banks wanted to address the community presence in the building. There have been a number of behaviors specific to that population that have been disruptive to the services of the facility so they also discussed what would be the response and support from UPD regarding these situations. A monthly meeting has been established to discuss SRAC, Event Center, Student Union, and the recreation field.

The board requested to be kept informed of any potential partnerships or initiatives that we can continue to talk to UPD about. Things keep increasing and safety for our campus has got to be paramount for us. This is a critical conversation that has been happening across the campus.

X. DISCUSSION/ACTION ITEM

A. Change 403 B Trustee to Tamsen K. Burke, Executive Director

Ms. Burke explained that in review of the 403 B plan with Nationwide, as we move forward,

the trustee needs to be changed. She briefly reviewed the trustee's responsibilities and requested the board approve the trustee of the 403 B plan be revised from the previous Executive Director, Cathy Busalacchi, to herself.

Director Meline asked for a motion.

Director Meline motioned to approve changing the 403 B trustee to Tamsen K. Burke, Executive Director; Director Andrew seconded the motion.

Vote on the Motion: -0-0

Director Andrews stepped out of the meeting so the vote was not completed because there was no longer a quorum. Once Director Andrews was able to get back into the meeting, Director Meline asked for another motion.

Director Meline asked for a motion to change 403 B trustee to Tamsen K Burke, Executive Director.

Director Meline motioned to approve changing the 403 B trustee to Tamsen K. Burke, Executive Director; Director Andrew seconded the motion.

Vote on the Motion: 7-0-0 Motion Passed

XI. CLOSED SESSION

A. Personnel Matters

The Board did not require a closed session.

XII. REPORTING OUT OF CLOSED SESSION

Closed session was not required.

XIII. EXECUTIVE DIRECTOR ANNOUNCEMENTS

There were no announcements from the Executive Director..

XIV. BOARD OF DIRECTOR ANNOUNCEMENTS

There were no announcements from the Board.

XV. MEETING ADJOURNMENT

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:49 p.m.