

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

**Meeting Minutes  
November 17, 2020 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:** Cynthia Fernandez-Rios, Zachary Birrer, Charlie Fass, Sonja Daniels  
**Voting Members Absent:** Ishan Gupta  
**Non-Voting Members Present:** Emily Wughalter, Tamsen Burke, David Alves, Amy Guerra-Smith

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**I. CALL TO ORDER**

Zachary Birrer, Chair of the Finance Committee called the November 17, 2020 Finance Committee Meeting to order at 4:15pm.

**II. ROLL CALL**

Zachary Birrer asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith conducted a verbal roll call.

**III. APPROVAL OF NOVEMBER 17, 2020 AGENDA**

Zachary Birrer asked for any changes to the November 17, 2020 Finance Committee Meeting Agenda. Cynthia Fernandez-Rios requested to remove action item A in its entirety as well as "and funds" in action item B. Zachary Birrer asked for a motion to approve the November 17, 2020 Finance Committee Meeting agenda with the requested changes.

**Cynthia Fernandez-Rios motioned to approve the agenda with the requested changes; Zachary Birrer seconded.**

**Vote on the motion: 4-0-0. Motion approved.**

**IV. APPROVAL OF OCTOBER 20, 2020 MEETING MINUTES**

Zachary Birrer asked for any changes to the October 20, 2020 Finance Committee Meeting Minutes. Amy Guerra-Smith notified the Finance committee that Sonja Daniels, a voting member of the Finance committee, was not listed in the attendance as present or absent. Amy requested to add Sonja Daniels as an absent voting member.

**Zachary Birrer asked for a motion to approve the October 20, 2020 Finance Committee Meeting Minutes with the requested changes; Cynthia Fernandez-Rios seconded the motion.**

**Vote on the Motion: 4-0-0. Motion approved.**

**V. DISCUSSION ITEMS**

**A. Partial Return of Student Fees Payment of FY20/21 Operating Budget**

Tamsen Burke informed the Finance Committee Members that the Student Union submitted an invoice to the University for the signed President Approved Budget for the full amount of \$11.5M, Return of Student Fees to the Student Union for operational needs. Ms. Burke noted that the University responded with a request for the Student Union to request only a portion of the approved amount for the first two quarters and to

provide mid year forecast to actual financials to request the remaining funds in January. Ms. Burke shared with the Finance Committee that based on the university request, the Student Union, Inc. requested \$7.5M partial funding of the approved \$11.5 million with an understanding that the remaining funds will be requested in January as a part of the mid-year review.

The Finance Committee discussed the pros and cons of keeping the money in one place versus transferring back and forth.

*Charlie Faas left the meeting.*

#### **B. PCUEC Weight Room Project (Athletics/SU)**

Tamsen Burke informed the Finance Committee that shortly after her arrival at SJSU, Athletics approached the SUI about a renovation of the Event Center Weight Room in support of Athletics and Club teams. Ms. Burke indicated that in June 2020 she reached out to Athletics to start a conversation about the Weight Room Renovation project. After several conversations and meetings throughout the summer and fall of 2020, it was revealed to Tamsen Burke, by the AVP for FDO that Athletics did not have money to support the joint project. Ms. Burke reminded the Finance committee that the SUI's mission and its resources should align with the use of student fees for all students in project approval. Based on discussion and major points of concern (1) primary use by Athletics from seven days a week from 6:00am-4:00pm and club use from Monday-Friday 5:00pm-10:00pm, with availability on weekends pending Athletic competitions (2) estimated cost of the renovation to be fully funded by the Student Union in the amount of \$700K-\$1M, the students represented on the committee decided that this was did not represent a benefited to all students and decided to not advance this project for financial approval to the SU Board of Directors.

#### **C. PCUEC \$1.8M Office Renovation Project Funds FY2019, Project Scope Approval Reinstated Funds**

Tamsen Burke noted that she met with Event Center and Club Sports departments to discuss a redesign of the offices. Tamsen Burke noted that she spoke with the AVP for FD&O to inquire why the funds were removed from the project, which was verified as an error. Tamsen Burke also requested the University Accounting and Finance to verify the \$1.8 million removed during the summer 2020, from the university held Student Union Fees, was returned to the account for this project. Marna Genes, Sr AVP Finance verified the funds were returned and available. Ms. Burke noted the SUI is moving forward with this office renovation. Ms. Burke also noted that part of the \$1.8 million was dedicated to the following improvements of the Event Center (1) estimated cost of \$770,000 for the fire alarm upgrade system project and (2) \$1,030,000 for office renovations for Club Sport and Event Center management. Based on consultation and recommendation from the AVP FD&O, the SUI will separate the original request into two projects.

### **VI. ACTION ITEMS**

#### **A. Approval of Updated EC FY2019 Office Renovation Project Scope**

Zachary Birrer opened the action item for discussion. Seeing no further discussion, Zachary Birrer asked for a motion to approve the Updated EC FY2019 Office Renovation Project and Scope as presented.

**Cynthia Fernandez-Rios moved to approve; Zachary Birrer seconded.**

**Vote on the Motion: 3-0-0. Motion Approved.**

### **VII. MEETING ADJOURNMENT**

Zachary Birrer asked for any other items to discuss. Ms. Burke requested to give a quick update on the PPP Loan and noted that earlier today David Alves submitted the application of the PPP

Loan to Bank of America. Ms. Burke noted that the SUI did not qualify for the quick form, but David Alves was prepared to complete the long form. Tamsen Burke noted that the SUI will provide updates to the Board as the corporation receives them.

Seeing no other business to discuss, Zachary Birrer asked for any objections to adjourn the meeting at 5:01pm. Seeing no objections, **Mr. Birrer noted that the November 17, 2020 Finance Committee Meeting adjourned at 5:01pm by unanimous consensus.**