



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

**Meeting Minutes  
January 22, 2021 at 2:00 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:** Zachary Birrer, Charlie Faas, Sonja Daniels, Cynthia Fernandez-Rios, Ishan Gupta
- Voting Members Absent:** None
- Non-Voting Members Present:** Tamsen Burke, David Alves
- SUI Staff Present:** Amy Guerra-Smith, Debbie Gairaud, Kristine Kirkendall, Shawn Clark, Larry Aldama, Leanne LoBue, Caryn Collopy, Diane Qin, Matthew Lee, Kelsey Snook
- Guests Present:** Carole Dowell
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**I. CALL TO ORDER**

Zachary Birrer called the January 22, 2021 Finance Committee Meeting to order at 2:02pm.

**II. ROLL CALL**

Zachary Birrer asked Amy Guerra-Smith to take roll call. Amy Guerra-Smith completed a verbal roll call.

**III. APPROVAL OF JANUARY 22, 2021 AGENDA**

Zachary Birrer asked for any changes needed to the JANUARY 22, 2021 FINANCE COMMITTEE MEETING AGENDA.

**Cynthia Fernandez-Rios motioned to change discussion item B. “recommendation” to “proposal”; Seconded by Sonja Dainels.**

**Vote on the Motion: 5-0-0. Motion Passed.**

**Cynthia Fernandez-Rios motioned to change action item A. from Approval of Recommendation to Approval of Proposal to the Board to Reallocate Unused Funds Approved FY 2020-2021 \$11.5M Student Fees; Zachary Birrer seconded.**

**Vote on the Motion: 5-0-0. Motion Passed.**

**Cynthia Fernandez-Rios motioned to approve the agenda with the requested changes;**

**Sonja Daniels seconded the motion.**

**Vote on the Motion: 5-0-0. Motion Passed.**

**IV. APPROVAL OF NOVEMBER 17, 2020 MEETING MINUTES**

Zachary Birrer asked for any changes to the November 17, 2020 Finance Committee Meeting Minutes. Seeing no changes, Mr. Birrer asked for a motion to approve the meeting minutes as presented.

**Cynthia Fernandez-Rios motioned to approve; Ishan Gupta seconded.**

**Vote on the Motion: 5-0-0. Motion Passed.**

**V. DISCUSSION ITEMS**

**A. Student Union, Inc. FY 2020-2021 Mid-Year Forecast to Actuals**

Zachary Birrer presented the Finance Committee Members with the Student Union, Inc. FY 2020-2021 Mid-Year Forecast to Actuals. Mr. Birrer noted that the mid-year forecasts were based on the memorandum from the University CFO and noted the following highlights.

The positions of Director, Manager and Program positions in July 2020 were left unfilled in order to offset financial expenses and hire for January 2021 to support reopening of facilities for Athletics. Mr. Birrer noted that the Board approved, as well as the Vice President for Student Affairs, to fill these full-time positions. Mr. Birrer explained since September there have been additional resignations and retirements and the Student Union is currently seeking approval to hire in February 2021 the SU Associate Director, Marketing Manager and Marketing Supervisor, and Maintenance Tech II. Sonja Daniels indicated that she is in conversations with the Vice President for Student Affairs about the hiring of these positions.

Mr. Birrer further explained the Student Union is requesting to re-hire student staff to support the growth of virtual training and programming. Mid-Year forecast shows Student wages decreased by \$1.4M due to building closures but need for staffing will be hired to support programs.

Moving on, Zachary Birrer presented the forecasts for facilities and operations noting that expenses for insurance were revised based on the final cost allocation. Supplies are lower due to operating departments forecasting decreased need for the second half of the year. Mr. Faas inquired about the substantial increase of supplies for the second half of the year. Ms. Burke explained that the SUI did not receive the requested \$7.5M until November so there was no spending between June and November so all movement of all spending for supplies was moved to January to June because the SUI did not have the funds at that time to support the spending. Dr. Daniels requested an example of need. Ms. Burke provided one example for SRAC pool, lifeguards are hired, working, and uniforms are required for their positions, these were not purchased in 2020 due to funding but are to be purchased in 2021.

Also noting a decrease in expenses for repairs and maintenance and outside agency. Mr. Birrer gave a quick overview of the revenue forecasts noting that student fees are reported as of November 2020. The Wireless contract revenue will be retained for Sprint until decommissioning the site due to their merge with T-Mobile. Revenues for

AT&T will increase due to upgrades to equipment to support existing towers. Revenues from interest and dividends increased due to large capital gain distribution and higher income from the long term investment account. The CARES Act Loan forgiveness remains unknown at this time however the SUI applied for loan forgiveness but waiting on forgiveness notice from the Small Business Association. With this the SUI maintains the budgeted 75% forgiveness in the event the loan is not fully forgiven. The Finance Committee Members had no questions or comments.

**B. Recommendation to Board to Reallocate Unused Funds Approved FY 2020-2021 \$11.5M Student Fees**

Tamsen Burke noted that because the SUI received \$7.5M in November 2020 and is requesting \$1.198M for the remainder of the year which leaves about \$3M of Student Fees out of the \$11.5M. Ms. Burke explained that in consultation with other executive directors within the CSU, the practices across the campuses is to propose to the board as a recommendation to the President a reallocation of those unused funds to support the Basic students needs. Ms. Burke noted that this recommendation supports the SUI Mission which states to support the physical, emotional well being, and mental well being of students. Ms. Burke noted that the SUI will investigate and present a number of options that support student needs as their recommendation to the President for consideration. The Finance Committee Members provided their insights and comments regarding the proposal. The next steps are putting together a proposal and presenting to the Board and giving the Board an opportunity to select one or more areas of need as their recommendation to President Papazian and the cabinet.

**C. Next Meeting Discussions (February 9, 2021)**

**1. Student Union Reserves (3-Year) Plans (SUI Reserves - University)**

**2. Student Union Reserves Plans**

Tamsen Burke informed the Finance Committee that the SUI would like to have deeper conversations with the Finance Committee around the 3-Year plans for facilities as well as for the Student Union Reserves.

**VI. ACTION ITEMS**

**A. Approval of the Proposal to Board to Reallocate Unused Funds Approved FY 2020-2021 \$11.5M Student Fees**

Zachary Birrer asked for a motion to approve the proposal for the Board to make recommendations to the President for Reallocate Unused Funds Approved FY 2020-2021.

**Cynthia Fernandez-Rios moved to approve; Ishan Gupta seconded.**

**Vote on the Motion: 0-4-1. Motion Failed.**

Charlie Faas and Zachary Birrer suggested that the Finance Committee bring this forward to the Board and that the Finance Committee recommended the Executive Director to create a list of suggestions of student basic needs for consideration and present to the Board as a recommendation to the president for unused funds.

**VII. MEETING ADJOURNMENT**

Zachary Birrer asked for any other business to discuss. See no other business to discuss Mr. Birrer asked for a motion to adjourn the meeting at 2:55 pm.

**Cynthia Fernandez-Rios motioned to adjourn; Ishan Gupta seconded.**

**Vote on the Motion: 5-0-0 Motion Passed.**