

STUDENT UNION, INC. BOARD OF DIRECTORS  
Facilities & Programs Committee

Meeting Minutes  
for Tuesday, May 4, 2021  
12:15 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:** Zachary Birrer, Emily Wughalter, Cynthia Fernandez-Rios  
**Voting Members Absent:** None  
**Non-Voting Members Present:** Jerry Darrell, Ryan Fetzer, Tamsen Burke, Kristine Kirkendall, Kevin Kish  
**Guests:** Amy Guerra-Smith

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**I. CALL TO ORDER**

Zachary Birrer called the meeting to order at 12:21 pm.

**II. ROLL CALL**

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

**III. APPROVAL OF MAY 4, 2021 AGENDA**

Zachary Birrer asked for any changes needed to the MAY 4, 2021 FACILITIES AND PROGRAMS COMMITTEE MEETING AGENDA. Seeing no changes, Mr. Birrer asked for a motion to approve the agenda as presented.

**Cynthia Fernandez-Rios motioned to approve the agenda as presented; Emily Wughalter seconded the motion.**

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

**IV. APPROVAL OF MARCH 23, 2021 MEETING MINUTES**

Zachary Birrer asked for any changes to the MARCH 23, 2021 FACILITIES AND PROGRAMS COMMITTEE MEETING MINUTES. Seeing no changes requested, Mr. Birrer asked for a motion to approve the meeting minutes as presented.

**Emily Wughlater motioned to approve the meeting minutes as presented; Cynthia Fernandez-Rios seconded the motion.**

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

**V. DISCUSSION ITEMS**

**1. Student Union, Inc. Operating Agreement and Facility Recommendations and Priorities**

Tamsen Burke presented to the Facilities and Programs Committee Member the Board priorities with regards to the proposed Operating Agreement; noting that the Board's top priority are the students, our staff, and SU reserves. The three full time AV Services employees will return back to the Student Union building under AV and Event Services. Work needs to be done around the operating agreement and the Event Center, and how is it equitable

for the students collectively rather than for a select few? Our message of equity needs to continue to be communicated back to the University.

Ms. Burke explained to the committee that the position that the University presented to her was that the Event Center would be centrally managed and that the University's priorities have changed.

Ms. Fernandez-Rios explained that she had reached out to four different people on the University side for some clarity but had not heard back from anyone yet.

Emily Wughalter stated that there was a referendum to use student fees to build the Event Center which was voted on by students.

Ms. Burke stated that it is important for the Committee to ask who will be managing the Event Center and what will be the priorities for that building. Her position is to maintain this facility under the Student Union's portfolio.

## **2. Repopulations Plans for Summer and Fall 2021**

Tamsen Burke congratulated the staff noting that the team worked hard to put together a repopulation plan for all full-time staff and student assistants for summer and fall semesters. The team also completed the Job Hazard Assessments for each position within the SU, Inc. corporation and shared with SJSU Health and Safety.

## **3. Facilities - Operations, Maintenance and Projects for Spring 2021**

### **a. SRAC**

Completed work on the heat exchanger for the recreation pool however the heat exchanger for the competition pool still requires additional work and waiting for the quote which we anticipate to be about 25-30 thousand. In addition, submitted a request for a replacement fire curtain for the second level elevator.

### **b. Event Center**

Currently working on water softeners upgrade/replacement, annual inspections were completed. We have had several issues with break-ins and vandalism. We have pinpointed the north west exterior door and are replacing with defender security latch guard plate cover to protect against forced entry.

### **c. Student Union**

Completed retrofitting lighting in the Bowling Center with remote control access.

Plenum leak project moving forward with a full analysis by SU and FD&O

Submitted a project SJSU FD&O request to repair SU Building Northwest soffit.

Panda Express expansion is almost complete and the job walk is next week and anticipate open operations August 16th.

### **d. Athletics request to revisit the renovation EC Weight Room and Exterior Marquee**

Tamsen Burke indicated that she has a request to meet with Athletics to revisit the renovation of the Event Center weight room and exterior marquee. Ms. Burke explained that the goal of the meeting is to gain a clear understanding of what Athletics is asking for and report back to the Board.

## **4. Programs**

### **a. SRAC - Virtual IM, Fitness, OA, Club Sports**

As the semester is coming to a close there are still a few virtual programs being offered: outdoor adventures, virtual fitness, and open Fitness 4 area for students. There are approximately 10 students per reservation time. Summer hours starting June 1st.

**b. Student Union - Special Events**

Virtual escape room was held on April 23rd and a virtual paint night on April 30th.  
Final Exam Care Packages being distributed on the first day of final exams.

**VI. ACTION ITEMS**

**1. Approval to review request for Athletics renovation of the EC Weight Room and Exterior Marquee**

Zachary Birrer asked for any additional discussion. Seeing no additional discussion needed, Mr. Birrer asked for a motion to approve the request to meet with Athletics with regards to the renovation of the Event Center Weight Room and Exterior Marquee.

**Cynthia Fernandez-Rios motioned to approve the request to meet with Athletics with regard to the renovation of the EC Weight Room and Exterior Marquee; Emily Wughalter seconded the motion.**

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

**VII. MEETING ADJOURNMENT**

Zachary Birrer asked for any other business to discuss. Emily Wughalter asked that the meeting minutes reflect her thanks to the SUI Executive Director and staff for the work over this past year. Tamsen Burke indicated that the committee may be asked to approve a local reserve request for the heat exchanger project.

Seeing no additional business to discuss, Mr. Birrer asked for a motion to adjourn the meeting at 1:03 pm.

**Emily Wughalter motioned to adjourn the meeting; Cynthia Fernandez-Rios seconded the motion.**

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