



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
February 18, 2022
12:30 PM**

**This is a hybrid meeting.
In-person: Student Union Inc. Building, Conference Room 6
Telecommute meeting by Zoom Video Conference.**

This meeting was facilitated in person and through an online Zoom format.

Voting Members Present:	Isaiah Andrews, Hoon Cho, Dr. Sonja G. Daniels, Charlie Faas, James Figueroa, Anoop Kaur, Peter Lee, Joshua Reyes, Aarushi Sharma, Soumya Trivedi
Voting Members Absent:	Kathryn Blackmer Reyes
Updated Attendance:	Kathryn Blackmer Reyes was updated to present 12:40 PM
Non-Voting Member Present:	Tamsen Burke
Guests Present:	Traci Ferdolage

Signed by: *Tamsen Burke* 3/22/2022
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I. CALL TO ORDER

Director Andrews called the meeting to order at 12:32 p.m.

II. ROLL CALL

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

III. APPROVAL OF FEBRUARY 18, 2022 AGENDA

Director Andrews asked for a motion to approve the agenda.

A request was made to add a report of the Special Committee reviewing the Operating Agreement under item VIII. Committee Reports.

Director Faas motioned to approve the agenda with the requested item being added to the agenda; Director Daniels seconded the motion.

Vote on the Motion: 9-0-0 Motion Passed

IV. APPROVAL OF NOVEMBER 30, 2021 MEETING MINUTES

Director Andrews asked for any changes to the November 30, 2021 meeting minutes. A request was made to change “audit” language in the Executive Director’s report to “internal review”.

Director Cho motioned to approve the meeting minutes with requested changes; Director Trivedi seconded the motion.

Vote on the Motion: 9-0-0 Motion Passed

V. APPROVAL OF DECEMBER 14, 2021 MEETING MINUTES

Director Andrews asked for any changes to the December 15, 2021 meeting minutes. No changes requested.

Director Trivedi motioned to approve the meeting minutes as presented; Director Faas seconded the motion.

Vote on the Motion: 8-0-1 Motion Passed

Abstained: Director Daniels

VI. PUBLIC (OPEN) FORUM

No public comment.

VII. EXECUTIVE DIRECTOR'S REPORT

Ms. Burke recognized Amy Guerra-Smith and Ariana Martinez for the events held in conjunction with and support of WOW (Weeks of Welcome). During the monthly SALT (Student Affairs Leadership Team) meeting, Patrick Day, Vice President, Student Affairs, acknowledged Student Union (SU) for the ability to be flexible during the last two years and being leaders in terms COVID response and facility operating/opening plan. She will be presenting the student wages and full-time salary reports to the Personnel Committee on March 2, 2022. Ms. Burke briefly discussed current full-time open positions and that there are also open student positions posted on the website. She briefly shared comments from a letter received from a student regarding the impact the SU programs and facilities had on the student's decision to transfer to SJSU. She congratulated Director Reyes for receiving his study abroad appointment to Greece this summer.

Director Andrews thanked his fellow board members for participation in the tabling event earlier this week.

VIII. COMMITTEE REPORTS

A. Audit Committee (Anoop Kaur)

Director Kaur had no report.

B. Facilities & Programs Committee (Aarushi Sharma)

Director Sharma reported at the last meeting discussions which included, operating hours for the SU building and Spartan Recreation and Aquatic Center (SRAC), SRAC membership drive for staff and faculty, SU microwave project, maintenance projects, and the spring 2022 programs and events schedule. Also discussed was the UPD tour of the SU building which focused on security of areas within the facility and next steps being considered.

C. Finance Committee (Hoon Cho)

Ms. Burke explained that due to a conflict with Director Cho's class schedule, he resigned from the Finance Committee. Vice-Chair, Director Sharma, will assume the duties of Chair and the Board will be nominating and approving a new vice-chair under Discussion/Action.

Director Sharma reported that a Jeff Hill, representative from USB provided a presentation on the SU long term reserves and market outcome. Also discussed was fiscal year 2021-2022 mid-year budget variance report and budget planning schedule for fiscal year 2022-2023.

Based on some feedback received, Ms. Burke explained that an earlier budget planning schedule will be considered for next year's cycle. She invited the Finance Committee to attend any of the budget planning meetings.

D. Personnel Committee (Joshua Reyes)

Director Reyes reported at the last meeting the committee discussed the student board of directors recruitment process. Applications are now being accepted until March 11, 2022. Advertisement for the open positions included the student board members tabling on 7th street, flyers, and social media posts. The SU Bylaws have been updated to reflect 14 board of director positions. Director Reyes will be working on the Executive Director's annual evaluation process.

Ms. Burke explained the results from the student assistants and full-time employees salary survey will be presented to the Personnel Committee on March 2, 2022.

E. Special Committee: Operating Agreement

This topic was added during the approval of the agenda.

The committee has had several meetings to discuss and review the agreement. Ms. Burke explained that the committee had a number of questions which included whether certain sections are in the best interest of students in support of the campus. The Chancellor's office has provided a memorandum to all CSU Auxiliaries to provide updated Auxiliary documents within

60 days. It was discussed and recommended by the committee to consider a mediator for the Operating Agreement, the recommendation will be presented to the board to guide the next steps to proceed. The committee discussed the shared service which is a negotiation item that will be presented back to the Vice President.

IX. DISCUSSION

A. Assessment Results within Student Affairs Departments

Director Andrews introduced Amy Guerra-Smith, Senior Manager, Leadership and Student Success, to present this item. Ms. Guerra-Smith highlighted some of the results which included the student success program. The program was rolled out in spring 2021 but due to COVID, the pilot was limited to lifeguards at SRAC. The pilot included five training sessions which focused on skills related to team leadership. Based on feedback received from students who participated in the spring pilot, training sessions were reduced to three for the fall pilot. The results of both pilots showed an improvement in leadership skills and effective communication with students who participated. Ms. Guerra-Smith explained this information was part of the report that was submitted to the Division of Student Affairs in support of the WASC accreditation review.

Ms. Burke thanked faculty member and former SU board member, Ellen Middaugh, for her support last year with developing and expanding the student success program. She also thanked Ms. Guerra-Smith for the work done on the pilot program.

B. Fall 2021 Events and Program Engagement

Ms. Guerra-Smith thanked the Marketing Department for their work creating the infographic being presented to the Board. She explained that the data was collected through a student survey. After participating in an event or programs, students were asked if they felt they would remain enrolled at SJSU, felt more connected to SJSU, and their level of pride for SJSU. Ms. Guerra-Smith reviewed the data which included the participation of over 5,000 students in SU hosted events and programs during fall 2021 semester. The SU also partnered with campus for events which included participation in Weeks of Welcome, silent disco, and the homecoming block party. Ms. Guerra-Smith also reviewed data for student participation at some of the events and programs organized through SRAC.

C. Review of FY 22-23 Budget Schedule

Ms. Burke provided a quick overview of the budget schedule for fiscal year 2022-2023. Every department has received their budgets, manual, and goals sheet regarding which programs will continue and growth opportunities. The department budgets will be consolidated into one document and be presented to the Finance Committee April 5, 2022, for a first read. Ms. Burke explained that in alignment with the Operating Agreement, the budget for fiscal year 2021-2022 is unfinished so it will also be on the agenda for the next Finance Committee meeting.

D. Development of Special Committees

Ms. Burke explained that there are areas that need to be reviewed to determine if any revisions need to be made. Three special committees were created to review the SU Bylaws, Reserve Policy, and Investment Policy.

1. Review of Bylaws

Ms. Burke has some recommended language changes which she will bring forward to the special committee to consider.

Director Andrews, Director Blackmer Reyes, and Director Daniels volunteered to serve on the special committee that will be reviewing the SU Bylaws.

2. Review of Reserve Policy

Ms. Burke explained the Reserve Policy is being reviewed based on the recommendation from the Finance Committee.

Director Andrews, Director Reyes, Director Sharma, and Kathleen Prunty (representative for Director Faas) volunteered to serve on the special committee that will be reviewing the SU Reserve Policy.

3. Review of Investment Policy

Ms. Burke explained the Investment Policy is being reviewed as a recommendation from Jeff Hill, Senior Vice President of Wealth Management, UBS Financial Services, Inc. He recommended moving to a more current platform to add more investment flexibility to the account. The last revisions to the policy were in 2013.

Director Cho, Director Kaur, and Director Faas volunteered to serve on the special committee that will be reviewing the SU Investment Policy.

X. DISCUSSION/ACTION ITEMS

A. Selection and Approval of the Finance Committee Vice-Chair for the Remainder of AY 2021-2022

Director Anderws asked for nominations for vice-chair of the Finance Committee.

Director Trivedi nominated herself for vice-chair.

Director Kaur motioned to approve the nomination; Director Daniels seconded the motion.

Vote on the Motion: 10-0-0 Motion Passed.

XI. CLOSED SESSION

The Board did not require a Closed Session.

XII. REPORTING OUT OF CLOSED SESSION

Closed Session was not required.

XIII. BOARD OF DIRECTORS ANNOUNCEMENTS

Director Kaur mentioned Associated Students is accepting applications for their board of directors. The application deadline is February 25.

Ms. Burke stated that she made an affirmation to a statement that Director Faas made and she wanted to retract her statement. The statement made was that the maximum amount of the SU long term investment is \$5.25 million. She asked to see clarity on that.

XIV. MEETING ADJOURNMENT

Director Andrews asked for a motion to adjourn the meeting.

Director Reyes motioned to adjourn the meeting; Director Daniels seconded the motion.

Vote on the Motion: 10-0-0 Motion Passed

Meeting adjourned at 1:30 p.m.

The Student Union Board of Directors is a public body, and members of the public have a right to attend and participate in its meetings. This schedule is established as a best approximation of how long each scheduled meeting will take to complete its business. Depending on the length of the discussions, which are not possible to predict with precision in advance, the scheduled meeting times indicated may vary widely. The public is advised to take this uncertainty into account in planning to attend any meeting listed on this schedule.