



STUDENT UNION, INC. BOARD OF DIRECTORS

Meeting Minutes

April 15, 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, Kathryn Blackmer Reyes, Dr. Sonja G. Daniels, Charlie Faas, Anoop Kaur, Peter Lee, Joshua Reyes, Aarushi Sharma, Soumya Trivedi

Voting Members Absent: Hoon Cho, James Figueroa

Updated Attendance: James Figueroa was updated to present at 12:55 PM

Non-Voting Member Present: Tamsen Burke

DocuSigned by: Tamsen Burke Date: 04/15/2022

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 APRIL 15, 2022 AGENDA

Director Andrews asked for a motion to approve the agenda. Request to move item IX. A. Discussion/Action before VIII. Discussion.

Director Blackmer Reyes motioned to approve the agenda with the recommended change; Director Daniels seconded the motion.

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

IV. APPROVAL OF MARCH 18, 2022 MEETING MINUTES

Director Andrews asked for any changes to the February 18, 2022 meeting minutes. Recommendation to edit language in item VII. B.

Director Daniels motioned to approve the meeting minutes with the recommended edit; Director Blackmer Reyes seconded the motion.

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

V. PUBLIC FORUM

No public comment.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Burke acknowledged staff for the outstanding work being done to support students. She thanked Ryan Fetzler for preparing the SSEFT proposal. SSEFT funding would be in addition to the IRA funding that is currently received. She also thanked Sharon Wiley, Sr. Director, Student Affairs Academic Initiatives and Partnerships, for her time and support during this process. Ms. Burke was notified the Vice President of Student Affairs, Patrick Day approved the proposal to the next phase. Ms. Burke will be notified if the SSEFT committee recommends the proposal to the cabinet for final approval.

Ms. Burke provided a brief update on the areas that are transitioning to the university and that those conversations are going well. She had a preliminary meeting with stakeholders to discuss the Time, Place, and Manner Interim Policy that was shared by the University President in

December 2021. Discussions included expectations in terms of enforcement of the policy and the reporting structure. Chief Carroll recommended having a presence during peak hours for visibility and support, not necessarily enforcement, this would be a last measure of response. Ms. Burke shared that the Student Union will be hosting a job fair for the first time. Typically the Student Union hires between 300 to 400 students a year.

Ms. Burke recognized both the men's and women's club volleyball teams for their success. The men's team is competing at the national championships in Arizona this week. She introduced Leland Manaois, Building Supervisor at Spartan Recreation. He has worked for the Student Union as a student employee for four years in various positions. Mr. Manaois had the opportunity to attend the NIRSA (National Intramural and Recreational Sports Association) conference with staff from Spartan Recreation.

Mr. Manaois shared his experience and expressed gratitude for the opportunity to attend the conference. Through the connections and opportunities he had during the conference, he was offered a position at the University of Southern Mississippi as a Facilities Graduate Assistant. He will be attending next fall under a two year program where he will receive a monthly stipend and the tuition will be waived. Ms. Burke and the Board congratulated Mr. Manaois on his new opportunity.

VII. COMMITTEE REPORTS

A. Audit Committee (Anoop Kaur)

Director Kaur reported that the Audit Committee will be finalizing the audit schedule as required communication to the pre-audit period and approving the RSM fees for fiscal year 2021-2022, during the next committee meeting. She briefly reviewed the audit scheduled for the upcoming year, which included final fieldwork being done in August and a draft financial statement due to the Chancellor's office the week of September 12, 2022.

B. Facilities & Programs Committee (Aarushi Sharma)

Director Sharma reported that the committee discussed operating hours for the Student Union, the recreation field key code access project, and an update on the Event Center HVAC system. An update was provided regarding the re-introduction of guests and visitors to Spartan Recreation. At the current time, there is not a timeline on when community and alumni memberships will be available for purchase. The Student Union and Facilities Development & Operations maintenance staff had a meeting to discuss how to unify the teams. The special events scheduled for March and April were presented.

C. Finance Committee (Aarushi Sharma)

Director Sharma reported that the committee reviewed the fiscal year 2022-23 assumptions and budget requests. This was the first read of the budget. The committee recommended some changes which included adding the number of full-time and student positions for each department. Ms. Burke explained that additional information is needed regarding custodial and maintenance costs so a placeholder has been put in the budget. The second read will include budget information for the Event Center and also the requested information from the committee.

D. Personnel Committee (Joshua Reyes)

Director Reyes reported that he had a meeting with Director Daniels, and Director Blackmer Reyes regarding the Executive Director's annual review report. Interviews have started for the student board of director positions for next academic school year. Final selections will be completed the week of April 25 and recommendation will be brought to the Board for approval.

E. Special Committee Reports: Bylaws/Reserve Policy/Investment Policy

Ms. Burke thanked everyone serving on the special committees. She explained that each committee has had one or two meetings and they are continuing to work on the drafts.

VIII. DISCUSSION

A. Update on Event Center and Transition

Ms. Burke explained that there have been some preliminary conversations regarding the transition of the Event Center. Looking at July 1 as a tentative date when the Student Union would begin oversight of the facility. This date has been communicated with the Vice President and CFO. There are still some items that need to be discussed regarding the transition.

B. Update on 2021-2022 Budget and Reserves

Ms. Burke explained that after a meeting with the Vice President and CFO, the Student Union will continue to use its reserves to offset expenses for the remainder of the 2021-2022 fiscal year. As part of the memorandum that was written by the President, the university will return to the Student Union Reserve Account \$5.25 million dollars in the new fiscal year. The 2021-2022 budget currently recognizes some level of student fees that will be corrected and reviewed as a document for this year's audit purposes for the Student Union.

Ms. Burke addressed questions from the committee which included that the student fees for 2021-22 remain in the trust account on the university side. Based on a conversation with Kathleen Prunty, Ms. Burke will ask for records for review of that account and its revenues and expenditures. She will share the document with the board once she has received it.

C. Update on Operating Agreement

Ms. Burke provided a brief update and explained that the Operating Agreement has been returned to the Vice President for review. The agreement did include the addition of the oversight and management of the Event Center. Several of the negotiables that have been discussed will be outlined in service level agreements as a part of the process. Ms. Burke's understanding based on the conversation yesterday, the Vice President will be meeting with the Interim President next week to discuss the agreement.

D. Update on 2021-2022 and 2022-2023 Leases

Ms. Burke provided an update on the leases and reviewed the County Assessor Report for 2021. She explained that the Student Union is required to submit for all of our leases as part of GASB compliance. She briefly discussed the active leases, the leases we have received payment for and those we are still waiting for payment on. The leases will be managed by the university and revenues placed in the Student Union trust account on the university side. Ms. Burke explained to the Vice President that during the time the Student Union held those agreements, the revenues generated from the leases paid for expenses associated with utilities, maintenance, custodial, and repairs for the facilities. She reviewed the different departments associated costs and explained that the leases will be renewed for 2023 with these expenses. She explained that the utility expenses are currently about \$600,000. She wanted to confirm that the lease monies placed in the trust fund currently being collected on the university side, would offset these lease expenses as

part of the agreement. The transition of leases ensures that expenses and revenues are offset to a zero budget and not a liability to the Student Union.

Ms. Burke answered questions from the committee which included that rents for this fiscal year have been collected.

E. Update on AT&T and T-Mobile Wireless Contracts

Ms. Burke explained that previous Student Union management inappropriately negotiated and entered into wireless cell tower contracts as landlords of the Event Center building. The Student Union is working on transitioning the contracts to the university to negotiate and manage. Ms. Burke will provide contact information to the university as a formal handover.

This item was moved before item VIII. as per the adoption of the agenda.

IX. DISCUSSION/ACTION ITEMS

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

Director Andrews asked for nominations.

Director Sharma nominated Director Figueroa.

Director Andrews asked for a motion to approve Director Figueroa as Vice Chair of the Facilities and Programs Committee for the remainder of the 2021-2022 academic year.

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

Vote on the Motion: 9-0-1 Motion Passed.
Abstain: Director Figueroa

Director Andrew recessed to Closed Session at 1:15 p.m.

X. CLOSED SESSION

A. Personnel Matters- Benefits

XI. REPORTING OUT OF CLOSED SESSION

Director Andrews reported no action was taken in closed session.

XII. BOARD OF DIRECTORS ANNOUNCEMENTS

Ms. Burke acknowledged an incident that occurred in the Student Union on Wednesday between a student and a person not affiliated with the university. There are discussions about some strategies that can be done in terms of access to the building during evenings and weekends and things that can be done to manage the space more proactively.

XIII. MEETING ADJOURNMENT

Director Andrews asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:28 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.