

**STUDENT UNION BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING**

**Meeting Minutes
April 26, 2022
4:00 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: Kathryn Blackmer Reyes, Charlie Faas, Aarushi Sharma, Soumya Trivedi
Voting Members Absent: Dr. Sonja Daniels, Peter Lee
Updated Attendance: Dr. Sonja G. Daniels was updated to present at 4:16 PM
Non-Voting Members Present: Tamsen Burke, David Alves
Guests: Monica Funk, RSM US LLP

I. CALL TO ORDER

Director Sharma called the meeting to order at 4:15 p.m.

II. ROLL CALL

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

III. APPROVAL OF APRIL 26, 2022 MEETING AGENDA

Director Sharma asked for a motion to approve the agenda.

Request to move item VI. A. Discussion/Action before V. Discussion.

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

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

IV. APPROVAL OF APRIL 5, 2022 MEETING MINUTES

Director Sharma asked for any changes to the minutes.

Director Trivedi motioned to approve the April 5, 2022 meeting minutes as presented; Director Daniels seconded the motion.

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

V. DISCUSSION ITEMS

A. Review Fiscal Year 22-23 Assumptions & Budget Requests: Second Read

Ms. Burke discussed the adjustments made to the budget since the first reading on April 5. Adjustments included adding the Event Center as well as a placeholder in the expenses for service agreements regarding maintenance, custodial, and utilities. Revenue of \$1.7 million from leases was removed and the utility budget was established at \$1.85 million, which will continue to be evaluated. Vacation accrual was moved into the HR budget. Ms. Burke reviewed the Event Center expenses which included costs for employee certification, insurance, and repairs and maintenance. Student wages were based on operational hours and three full-time positions were recognized in the HR budget. It is anticipated that there will be

some programs in the facility but most of those programs are typically associated with an event rental. There will be a small approach to events scheduled for 2022-2023, rather than large scale concert events which typically take a year or two to organize and schedule. The focus next year will be on how we can reset the priorities for the Event Center to support student programs and engagement, athletics, and academics. Ms. Burke discussed the additional positions and that the increase in positions will support the growth and development of the organization. She briefly reviewed the overview of service level in terms of participation for 2019-2020 and 2021-2022. Estimated growth capacity numbers will be added based on the 2022-2023 budget.

Ms. Ferdolage explained that they have a finalized utility rate model and will provide Ms. Burke an updated building consumption model with estimated costs by mid-May. Ms. Ferdolage then also brought up the earlier discussed IATSE agreement related to event services and indicated that she supports training opportunities for students and providing experiences that are in alignment with their degree or professional ambitions. She also commented that the existing IATSE agreement was set to expire at the end of June and noted that additional discussion should take place between the University and Student Union to determine the best pathway forward. She acknowledged that working together on any potential future IATSE Agreement would ensure language aligns with the campus and also provide opportunity for more favorable overall terms and conditions and be applied in a manner that achieves the desired level of safety for events and opportunity for student engagement and employment.

The committee discussed the budget including the amount listed for salaries. Concerns were expressed regarding the possibility of not being able to fill the number of open positions and how those positions should be budgeted for. Positions do not need to be removed from the budget because there is a staffing shortage and difficulties hiring, you continue to recruit. If you don't have the staff, you are not going to be able to support growth in current areas like intramurals.

Ms. Burke answered questions from the committee. She explained that events typically organized by the Student Union in the Event Center are listed in the expense budget for Programs and Events and not in the budget for the Event Center. Any special events that are outside the scope of normal operations for Spartan Recreation are also listed in the Programs and Events expense budget. Year over year this budget has had the largest increases. The amount listed in the budget for salaries was based on the budget for 2019-2020, not 2021-2022 which is an increase of \$2 million dollars. There is an opportunity for a mid-year review to reevaluate the budget based on the previous six months.

The committee recommended surveying students regarding future events for the Event Center and adding language to the student assistant headcount number to identify the positions as halftime.

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

VI. DISCUSSION/ACTION ITEMS

A. Approval to File Tax Return for the Year Ended June 30, 2021

Mr. Alves explained this is for year-end June 2021. He briefly reviewed the tax return and explained that Schedule B and Schedule I are new documents for 2021. The purpose of Schedule B is loan forgiveness for the Paycheck Protection Program (PPP) and Schedule I is the disclosure that is required for the contribution to the university. Form 990 T continues to report \$6,000 that was received during fiscal year 2021 for fees related to the use of the Event Center scoreboard for advertising.

Director Sharma asked for a motion.

Director Daniels motioned to approve to file tax return for the year ended June 30, 2021; Director Trivedi seconded the motion.

Vote on the Motion:

5-0-0

Motion Passed

Ms Burke invited the committee to attend the Student Appreciation event on 4/27. She explained that this is an annual event hosted by the Student Union.

VII. MEETING ADJOURNMENT

Director Sharma asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 5:20 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.