



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

**Meeting Minutes  
December 2, 2022  
12:30 PM - 2:00 PM**

This is a hybrid meeting.

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


*This meeting is being facilitated in-person and through an online Zoom format.*

**Voting Members Present:** Isaiah Andrews, Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, James Figueroa, Logan Meline, Jeet Parekh, Kathleen Prunty (BOD Designee), Krishna Sai Mangalarapu, Aarushi Sharma

**Voting Members Absent:** Kathryn Blackmer Reyes, Nina Chuang, Peter Lee, Rishabh Pandey

**Updated Attendance:** Rishabh Pandey was updated to present at 12:35 PM

**Non-Voting Member Present:** Tamsen Burke

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**I. CALL TO ORDER**

Director Andrews called the meeting to order at 12:34 p.m.

**II. ROLL CALL**

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

**III. APPROVAL OF DECEMBER 2, 2022 AGENDA**

Director Andrews asked for any changes to the agenda.

Recommendation to table item VIII.A. Review and Approve the 2021-2022 Student Union Inc. Annual Report, as edits are being made based on new information.

Director Andrews asked for a motion to approve the agenda with the recommendation.

**Director Andrews motioned to approve the agenda with the recommendation; Director Meline seconded the motion.**

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

**Director Sharma and Director Cabrera-Sanchez lost internet connection and were not present for the vote.**

**IV. APPROVAL OF NOVEMBER 18, 2022 MEETING MINUTES**

Director Andrews asked for any changes to the minutes.

Under item VIII.A. 2022-2023 Budget Update, the minutes state that the “SUI is in an operating agreement with the university to provide student programming”. Ms. Burke requested that it be put on record that this is an incorrect statement. She stated that the operating agreement clearly identifies that the Student Union (SU) operates and manages facilities, and provides student programs. The SU is not exclusively a student programming entity. Ms. Burke requested the speaker be provided an opportunity to restate accuracy based on the operating agreement that clearly identifies the SU operates, manages, facilities and provides programs versus being solely a programming unit. Ms.

Prunty clarified that the statement she made was not about the mission of the Student Union Inc., it was about the classification of student fee revenue and if the board agrees to change the sentence to what the SU is authorized to do based on the operating agreement, she was fine with that.

The board discussed the request and how it should be recorded that the statement in the 11/18 minutes was not accurate.

Director Andrews asked for a motion to approve the meeting minutes with the addition of a footnote stating that the statement was not accurate and to also include language from the operating agreement that states what the SU is authorized to do.

**Director Figueroa motioned to approve the meeting minutes with the addition of a footnote stating that the statement was not accurate and to also include language from the operating agreement that states what the SU is authorized to do; Director Pandey seconded the motion.**

**Vote on the Motion:**

**10-0-0**

**Motion Passed**

There were no committee meetings held between the board of directors meeting so there were no committee reports.

## **V. PUBLIC FORUM**

No public comments.

## **VI. EXECUTIVE DIRECTOR REPORT**

Ms. Burke explained that due to the departure of the club sports supervisor and the club sports travel assistant, club sports will be reporting to Ryan Fetzer, Director of SRAC, and that Mr. Fetzer is working on a restructure of that department. Ms. Burke continues to meet bi-weekly with Strategic Sourcing regarding the contracts and transition plans. Once the Memorandum of Understanding for IT is completed, it will be brought to the board. She is continuing to work with FD&O on the transition of maintenance and custodian and the transfer of contracts. Bi-weekly meetings will be scheduled with Jim Kari, Sr Director, Maintenance & Operations, as a part of the actual staff meeting, to make sure that transition is effective. Discussions continue as to how the student operations staff intersects with the transition. Ms. Burke explained that soon after the Operating Agreement was signed, work started on the transition of the cameras. Staff are working with SJSU IT and UPD on the transition. It was agreed that Jerry Darrell, SU Director of Facilities and IT, will stay on the system during the transition to make sure that is a successful transition. The Event Center Scheduling Committee is continuing work on the policies, procedures, and guidelines, and hopes to have them completed by the new year. Clubs, athletics, and student organizations are the priority for that facility. Ms. Burke thanked the board for their leadership and staff for their resilience throughout this past fall.

## **VII. DISCUSSION**

### **A. 2022-2023 Budget Update**

Ms. Burke explained that based on recommendations made by the board during the last meeting, edits were made to the budget before it was resubmitted to the Vice President for signature. She stated that the balance in the checking account as of November 30, was \$625,000, which is barely a payroll. It's critical that the budget gets signed, and funding is provided in order to meet the financial obligations. A mid-year report is usually provided mid January, which shows what has been spent to date in each category where there was spending anticipated. Ms. Burke clarified that the focus has been on compensation as a priority so receipt of the budget request funding will provide the ability to fund what we have not been able to purchase during the fall semester. There was a rumor that the SU was not able to pay for repairs, which was incorrect. Ms. Burke clarified with FD&O that repairs and maintenance have also been a priority and the rumor in order is incorrect information.

Ms. Burke addressed questions by the board which included confirming that there is enough funds in the checking account to make payroll.

**VIII. DISCUSSION/ACTION ITEM**

**A. Review and Approve the 2021-2022 Student Union Inc. Annual Report**

This item was pulled off the agenda during the approval of the agenda.

**IX. CLOSED SESSION**

**A. Personnel Matters**

The Board did not require a closed session.

**X. REPORTING OUT OF CLOSED SESSION**

Closed session was not required.

**XI. BOARD OF DIRECTOR ANNOUNCEMENTS**

Director Andrews thanked everyone for doing a really good job. He recognized the committee chairs and is proud of the growth they've made as leaders. He also recognized that the board meetings have been very welcoming and a bit more friendly this semester. Director Andrews will be reaching out to the board members to schedule a meeting to discuss goal setting for the spring semester.

Ms. Burke explained an email will be sent regarding the student board members availability to meet in January to continue the work on their leadership growth and development.

Director Daniels reminded the student board members about the finals programming and opportunities that are available and she wished them good luck on their finals.

**XII. MEETING ADJOURNMENT**

Director Andrews asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 1:08 p.m.