

**STUDENT UNION BOARD OF DIRECTORS
FINANCE COMMITTEE**

**Meeting Minutes
November 2, 2022
3:00 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: Kathryn Blackmer Reyes, Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, Peter Lee, Jeet Parekh, Kathleen Prunty (BOD Designee)
Voting Members Absent: James Figueroa
Updated Attendance: Peter Lee was updated to absent at 3:47 PM
Non-Voting Member Present: Tamsen Burke
Guests: Robert M. Schneider, Senior Vice President, Wealth Management at UBS Financial Services Inc.

I. CALL TO ORDER

Director Cabrera-Sanchez called the meeting to order at 3:07 p.m.

II. ROLL CALL

Director Cabrera-Sanchez asked Kelly Goldsmith to take roll. Kelly Goldsmith completed a verbal roll call.

III. APPROVAL OF NOVEMBER 2, 2022 MEETING AGENDA

Director Cabrera-Sanchez asked for any changes to the agenda.

Director Cabrera-Sanchez asked for a motion to approve the agenda.

Director Parekh motioned to approve the agenda; Director Cabrera-Sanchez seconded the motion.

Vote on the Motion: 6-0-0 Motion Passed

IV. APPROVAL OF OCTOBER 5, 2022 MEETING MINUTES

Director Cabrera-Sanchez asked for any changes to the minutes.

Director Cabrera-Sanchez asked for a motion to approve the meeting minutes as presented.

Director Cabrera-Sanchez motioned to approve the meeting minutes as presented; Director Daniels seconded the motion.

Vote on the Motion: 6-0-0 Motion Passed

V. DISCUSSION ITEMS

A. UBS 403B Retirement Plan Update - Robert M. Schneider, CFP® Senior Retirement Plan Consultant, Senior Vice President – Wealth Management

Ms. Burke introduced Robert M. Schneider, Senior Vice President, Wealth Management at UBS Financial Services Inc. to present this item.

Mr. Schneider explained that the principles of managing investments are to put together a simple investment plan menu with good performing funds, low expenses, and try to provide an investment lineup that allows the participants in the plan to diversify their investment base in such a way that they can avoid large market losses. In order to do that, there must be at least three kinds of investments in place. At least one stock fund, one bond fund, and one stable value or money market fund. If the plan offers those three kinds of investment and just one in each category, then you have met your minimum fiduciary duty. Most retirement plans offer around 16 investments to the high side of around 30. Mr. Schneider's plans run anywhere between 20 - 24 investments. Mr. Schneider discussed the review of the Student Union 403B Retirement Plan and that it was determined there were too many funds being offered in the plan. He suggested consolidating the investment list down and changing the investment criteria to make it more succinct to do two things; minimize the liability for the plan trustees and make it less confusing for the participants in the plan, and also eliminate potential landmines in the investment lineup. Mr. Schneider reviewed the funds he recommended keeping and explained how the determination was made.

Mr. Schneider answered questions from the committee and confirmed that the plan is reviewed every quarter.

B. Review and Discussion of the Student Union Fee Trust Account Financials

Ms. Burke explained during the last meeting, the committee requested a review of the trust fund account (73000 account). She also explained that there was a request during a meeting last year, to have access to the 73000 account. The CFO provided access to Ms. Burke and some of the Student Union (SU) accounting and financial department staff.

Ms. Burke provided an overview of the 73000 account which included the fees collected by the university and some of the expenses. She discussed where the financials for the Event Center HVAC project were listed in the 73000 report. Ms. Ferdolage has provided updates to the Facilities Committee on the HVAC project and that they are currently in the second phase of the project. The committee requested more information on how the \$1.8 million dollars, which was approved by the SU board, has been distributed throughout the Event Center HVAC and fire alarm projects. The committee also requested verification of where the lease rental revenues were added to the trust account and the time of year those are done.

VI. DISCUSSION/ACTION ITEMS

A. Approve Development Timeline for Fiscal Year 23/24

Ms. Burke reviewed the budget timeline and asked the committee if there were any additional guidelines they would like to discuss. Ms. Burke will discuss the timeline with the CFO to make sure it aligns with the processes for the auxiliaries and if there are any additional guidelines that should be considered.

The committee briefly discussed the timeline and agreed that it should be reviewed with the CFO.

Director Cabrera-Sanchez asked for a motion.

**Director Parekh motioned to approve the development timeline for fiscal year 23/24;
Director Daniels seconded the motion.**

Vote on the Motion:

5-0-0

Motion Passed

The committee requested training for the student board members to better understand the financial summary and the budget process.

VII. MEETING ADJOURNMENT

Director Cabrera-Sanchez asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 4:11p.m.