



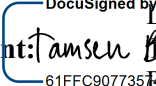
STUDENT UNION, INC. BOARD OF DIRECTORS

Meeting Minutes
April 28, 2023
11:00 AM - 12:30 PM
***Revised 4/26/2023**

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, Sara Bonakdar (BOD Designee), Andrea Cabrera-Sanchez, Dr. Sonja G. Daniels, James Figueroa, Logan Meline, Rishabh Pandey, Jeet Parekh, Krishna Sai Mangalarapu, Aarushi Sharma
- Voting Members Absent:** Nina Chuang, Peter Lee,
- Updated Attendance:** Aarushi Sharma updated to present at 11:05 AM
Nina Chuang updated to present at 11:43 AM
Dr. Sonja G. Daniels updated to absent at 11:46 PM
Logan Meline updated to absent at 11:58 PM
- Non-Voting Member Present:**  Tamsen Burke
- Guests:** Ryan Fetzer, Director, Spartan Recreation & Aquatics Center (SRAC)
David Alves, Associate Director, Finance & Accounting

I. CALL TO ORDER

Director Figueroa called the meeting to order at 11:02 a.m.

II. ROLL CALL

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

III. APPROVAL OF APRIL 28, 2023 AGENDA

Director Meline asked for any changes to the agenda.

Director Meline asked for a motion to approve the agenda as presented.

Director Meline motioned to approve the agenda; Director Parekh seconded the motion.

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

IV. APPROVAL OF MARCH 24, 2023 REGULAR MEETING MINUTES

Director Meline asked for any changes to the minutes.

Director Meline asked for a motion to approve the minutes as presented.

Director Sai Mangalarapu motioned to approve the meeting minutes as presented; Director Figueroa seconded the motion.

Vote on the Motion: 9-0-1 Motion Passed

Abstain: Sara Bonakdar

V. APPROVAL OF APRIL 7, 2023 SPECIAL MEETING MINUTES

Director Meline asked for any changes to the minutes.

Director Meline asked for a motion to approve the minutes as presented.

Director Meline motioned to approve the meeting minutes as presented; Director Parekh seconded the motion.

Vote on the Motion:

10-0-0

Motion Passed

VI. PUBLIC FORUM

No public comments.

VII. EXECUTIVE DIRECTOR REPORT

Ms. Burke congratulated Kathryn Blackmer Reyes for receiving the American Library Association's "I Love My Librarian" award for her outstanding public service in amplifying underserved communities through the African, Asian American, Chican, and Native American Studies Center. Ms. Burke provided a brief update on the Memorandums of Understanding with the university. She thanked staff for their work and support on several events. The Student Union received notice of a CSU IT audit as part of a campus wide IT audit.

VIII. COMMITTEE REPORTS

A. Audit Committee

Director Sharma reported that during the last meeting the committee approved the CohnReznick engagement letter and fee for fiscal year 2022-2023 financial audit.

B. Facilities & Programs Committee

Director Parekh reported a SJSU software engineering student presented his Digital ID proposal and vision for Sammy ID. Staff were working on the final details for SpartanFest, which is today at 7 PM. Student Union staff participated in Admitted Spartans Day on Saturday, April 15th. Updates were provided on the Event Centers Fire Alarm Project, HVAC Project, LED Lighting Project and Door Security Project.

C. Finance Committee

Director Cabrera-Sanchez reported that the committee approved the fiscal year 2023-24 assumptions & budget requests, SRAC membership and pricing proposal, and to file tax returns for the year ending June 30, 2022.

D. Personnel Committee

Director Meline reported that Richard Pham, SRAC Fitness and Wellness Supervisor, presented a Compensation Wage Schedule Instructional Fitness Program. The committee discussed options for an Educational Support Expenses Policy as a way to provide some benefits for the student board members. Both agenda items were tabled and will be discussed at the next Personnel Committee meeting. The committee approved the revised Student Union 2023 Holiday Calendar which included the June 19th holiday (Juneteenth). The committee is finalizing the list of the student Board of Director candidates who will move forward for approval by the Personnel Committee at the next meeting, and to the board on May 12. He thanked Director Cabrera-Sanchez for taking the lead on the ED's annual evaluation.

IX. DISCUSSION/ACTION

A. Approve SRAC Membership Pricing Proposal

Mr. Fetzer briefly reviewed the proposed membership rates and explained that there is a summer aquatic family membership that will only be offered during the summer. Based on the Finance Committee’s recommendation, the summer aquatic family membership will be for two to three family members. Only faculty, staff, and alumni membership rates were reduced as part of SRACs philosophy of helping to support the campus community. Since there are not a lot of students on campus during the summer, the summer aquatics rates remained the same to encourage community and revenue generation. SRAC staff will be working with the Student Union Marketing Team to help communicate the new rates for faculty and staff in hopes of increasing those membership numbers starting July 1, 2023..

Director Meline asked for a motion to approve SRAC membership pricing proposal.

Director Parekh motioned to approve SRAC membership pricing proposal; Director Bonakdar seconded.

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

B. Approve CohnReznick LLP Fee for Fiscal Year 2022-2023 Financial Audit*

Mr. Alves briefly reviewed the fee and explained that both staff and the Audit Committee recommended CohnReznick.

Director Meline asked for a motion to approve CohnReznick LLP fee for fiscal year 2022-2023 Financial Audit.

Director Meline motioned to approve CohnReznick LLP fee for fiscal year 2022-2023 financial audit; Director Daniels seconded.

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

C. Approve Fiscal Year 23-24 Assumptions & Budget Request for Student Fee Funding

The Finance Committee reviewed the budget three different times and approved the budget during the last committee meeting. The one change made was that the Student Union local reserves were put into the budget as an operating expense which increased the Student Union fee funding request by the adjustment amount. There will be a final fourth quarter review that will be due to the university May 12th. The mid-year did have a return of \$3 million dollars to the university but it was brought to the Finance Committee’s attention that the distribution of student fee funding was not received until December 12, 2022 and funds were not able to be used for 6 months. For those months the Student Union used any remaining reserves in order to supplement operating expenses. If those funds had been received, the funds would have been used for the operational and programmatic needs that the Student Union had. The budget for supplies associated with custodial services is included until the MOU is finalized and that transition occurs.

The board will approve the budget packet that will be sent to the Vice President and the CFO, at the May 12th board meeting.

Director Meline asked for a motion to approve fiscal year 23-24 assumptions & budget request for student fee funding.

Director Sai Mangalarapu motioned to approve fiscal year 23-24 assumptions & budget request for student fee funding; Director Meline seconded.

Vote on the Motion: 11-0-0 Motion Passed

D. Approve to File Tax Return for the Year Ended June 30, 2022

The final tax return was presented to the board. Mr. Alves briefly reviewed the return which was approved by the Finance Committee.

Director Meline asked for a motion to approve to file the tax return for the year ended June 30, 2022.

Director Chuang motioned to approve to file the tax return for the year ended June 30, 2022; Director Cabrera-Sanchez seconded.

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

E. Approve Revised Student Union 2023 Holiday Calendar: Juneteenth

On March 22, 2023, the California State University Board of Trustees adopted a resolution designating June 19 (Juneteenth), as a paid holiday for CSU employees, effective calendar year 2023. The Student Union holiday calendar was revised to include the June 19th holiday.

Director Meline asked for a motion to approve the revised Student Union 2023 Holiday Calendar: Juneteenth.

Director Chuang motioned to approve the revised Student Union 2023 Holiday Calendar: Juneteenth; Director Figueroa seconded.

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

X. BOARD OF DIRECTOR ANNOUNCEMENTS

Director Chuang is looking forward to the Student Leadership Gala on May 2nd.

[Director Figueroa recessed to Closed Session at 11:59 AM.](#)

XI. CLOSED SESSION

A. Personnel Matters

XII. REPORTING OUT OF CLOSED SESSION

Director Figueroa reported that no action was taken in Closed Session.

XIII. MEETING ADJOURNMENT

Director Figueroa asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 12:05 p.m.