



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
November 30, 2021
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: Isaiah Andrews, Hoon Cho, Dr. Sonja G. Daniels, Charlie Faas,

Anoop Kaur, Joshua Reyes

Voting Members Absent: Kathryn Blackmer Reyes, Peter Lee, Aarushi Sharma,
Soumya Trivedi

Updated Attendance: Aarushi Sharma was updated to present at 4:08 PM
Kathryn Blackmer Reyes was updated to present at 4:12 PM
Soumya Trivedi was updated to present at 4:18 PM
Dr. Sonja Daniels was updated to absent at 5:15 PM

Non-Voting Member Present: James Figueroa, SUBOD Trainee, Tamsen Burke

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Tamsen Burke
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Guests Present: Patrick Day, Traci Ferdolage, Carole Dowell

I. CALL TO ORDER

Director Andrews called the meeting to order at 4:03 p.m.

II. ROLL CALL

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

III. APPROVAL OF NOVEMBER 30, 2021 AGENDA

Director Andrews asked for a motion to approve the agenda.

Director Andrews requested adding a discussion item regarding the safety of the Student Union in light of the recent incident.

Director Reyes motioned to approve the agenda with the addition of the requested discussion item; Director Cho seconded the motion.

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

IV. APPROVAL OF OCTOBER 26, 2021 REGULAR MEETING MINUTES

Yes: Director Andrews, Director Cho, Director Faas, Director Kaur, Director Reyes, Director
Director Andrews asked for any changes to the October 26, 2021 regular meeting minutes. No changes requested.

Director Cho motioned to approve the meeting minutes as presented; Director Kaur seconded the motion.

Vote on the Motion: 6-0-1 Motion Passed

Sharma
Abstained: Director Daniels

V. PUBLIC FORUM

No public comment.

VI. EXECUTIVE DIRECTOR'S REPORT

Tamsen Burke shared data on student participation in SU/SRAC programs and services. There were over 20 special event programs that happened in collaboration with campus life partners, cultural centers, kinesiology, and other university department partners on campus. She thanked the Board for their support and guidance over the past semester as we reopened facilities and the Student Union employees for taking the opportunity to reset and really engage the students this semester. Ms. Burke commended Amy Guerra-Smith, Special Projects & Events Manager, for her leadership and work on the Student Success Model which was piloted by aquatics. The results of the pilot will be presented to the Board at a future meeting.

Ms. Burke briefly discussed a Title IX training being scheduled for all Student Union full-time employees in January and a separate training for our student employees which the Board is invited to attend. The Student Union Leadership Team and managers will be attending a microaggression training next week to support their professional development. She also explained that we are finishing up an internal review of our Human Resources Department, particularly in the areas of our payroll system and hiring process. The internal review findings and some corrective actions will be presented to the Board at a future meeting.

VII. COMMITTEE REPORTS

A. Audit Committee (Anoop Kaur)

Director Kaur had nothing to report.

B. Facilities & Programs Committee (Aarushi Sharma)

Director Sharma reported that the November 9 Committee meeting was canceled. Spartan Recreation hours will be changing for the winter break. She requested an update of the exercise equipment that was auctioned off.

Ms. Burke reported that the auction was very successful and that we are waiting on buyers to pick up their equipment. We are on the timeline that was set and will meet the deadline to have all of the equipment out of the weight room at the Event Center for the weight room project renovations.

C. Finance Committee (Hoon Cho)

Director Cho reported at the last meeting the Committee had discussions regarding the Student Union assets of the Event Center weight room equipment and also approved the 2021-2022 budget.

D. Personnel Committee (Joshua Reyes)

Director Reyes reported that the Committee recently had a presentation on the Student Union's 403 B plan by Jessica Schick from Farmer and Betts. The presentation included an overview of the plan and she also answered questions from the Board. We are currently waiting for signatures on the June 30, 2021, 403B Annual Report. Once the report has been signed, it will be presented to the Personnel Committee.

VIII. DISCUSSION

A. Possible Change of Date and Times of Student Union Board of Directors Meetings

Ms. Burke explained that the current board meeting schedule conflicts with some of the student board members' academic schedules for the spring semester. A survey will be sent to the board members regarding their availability for board meetings and committee meetings for the spring semester.

B. Update on Student Union Operating Agreement

Ms. Burke explained that we are still working with the University in regards to the Operating Agreement.

The Board discussed the Operating Agreement timeline and if there was a confirmed date when the agreement will be signed. Concern was expressed about the possibility of delays with approving the Operating Agreement due to the transition from the current University President to the incoming Interim President. Vice President Day explained that there is a draft agreement that addresses some of the issues that were brought up and that the draft will be sent to the Board Chair and Executive Director this week. He does not anticipate any issues with the Operating Agreement due to the transition to Interim President Perez.

C. Student Union 403(b) Next Steps

Ms. Burke briefly discussed the next steps and that we are waiting on final signatures on the June 30, 2021, 403B report. Once the report has been signed, Farmer & Betts will do a presentation from a finance perspective, to the Personnel Committee. Farmer & Betts suggested that we may need an audit because we are close to reaching the participation limit that triggers an audit. We are waiting for more information from them as to why they feel an audit might be needed since we have not reached the participation limit. The Board discussed the participation limit numbers and if an audit is actually needed since our numbers are below the threshold.

D. Safety of the Student Union Building

This topic was added during the approval of the agenda.

Ms. Burke discussed the attempted robbery that occurred on Tuesday on the main entry level of the Student Union building and the response by staff. She expressed concern about the number of students who walk away from their table and leave their laptop and personal items unattended. She asked the Board for their feedback on some strategies to keep the building a space where students feel safe but also ensure that we do not have these types of situations recurring.

The Board discussed the safety concern and possible strategies which included posting signage that reminds students not to leave their personal belongings unattended. Director Blackmer Reyes noted this has been an ongoing issue at the library and it was suggested to reachout to the library security to discuss what they are doing to protect students. In the past five years there have been very few, if any, other grab-and- run occurrences in the Student Union building. It was recommended that we continue to focus on safety but not change the purpose of the building and the way it's used. Adding more restrictions would change the way the building feels and operates. If safety issues continue, then steps need to be taken. Vice President Day suggested looking at environmental elements in the Student Union Building which included the consideration of having doors open and locked during different times of the day. There are things inside the building that could be done that may impact the environment to decrease the opportunity of theft.

The Board also discussed safety campus-wide including an email that was sent to students regarding a social media post about a possible threat to campus. The email was determined by the Chief of Police to be a non credible threat. The police do continue to monitor non credible threats and there has been an increase in police presence around campus due to the post.

IX. DISCUSSION/ACTION ITEMS

A. Approve Revision to Bylaws Article IV: Board of Directors - Student Board of Directors Positions Increased by Three to Total Nine Student Director Positions

Director Reyes explained that the Personnel Committee approved increasing the number of student board members by three.

Ms. Burke reviewed the Bylaws and how the change would be reflected. The increase of three student board of director positions would bring the total number of board of directors to 14.

The Board discussed the increase which included that there would now be a possibility of a tie vote and that the increase in board members also increases the number needed for a quorum.

Director Andrews asked for a motion to approve the revisions to Bylaws Article IV.

Director Reyes motioned to approve the revisions to Bylaws Article IV and increase the number of student board of directors by three; Director Kaur seconded the motion.

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

B. Approve Appointment of Student Board of Director Trainee to New Board of Director Position

Director Andrews asked for a motion to approve the appointment of James Figueroa to the new board of director position.

Director Reyes motioned to approve the appointment of James Figueroa to the new board of directors position; Director Cho seconded the motion.

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

C. Approve Fiscal Year (FY) 2021-2022 Budget

Ms. Burke explained that there was a request at the last Finance Committee meeting to outline exactly what money was being moved from the Event Center budget to the Student Union budget, why it was being moved, and the justification for it. She reviewed the Providence Credit Union Event Center budget transfers to the Student Union fiscal year July 1, 2021 - June 30, 2022. This included transferring money to the AV department in order to support campus events. She commended Eric Campos, Yavik Kapadia, and Aaron Anderson for their leadership in working with student employees to train them to be able to support the larger campus events. Ms. Burke explained that there was a board approved budget from May 2021. With discussions and negotiations over the Operating Agreement, the University decided to centrally manage the Event Center which is why the budget and reallocating those funds is being recommended in order to continue to

support the higher level of service. None of the financials were changed from the approved budget in May and there is still a request for \$12 million dollars in student union fees. In the past the Student Union has been able to generate revenue to offset some of the expenses but this has been significantly reduced in the draft Operating Agreement. Ms. Burke briefly reviewed the forecast to actuals and that it was brought to her attention not to use last year as the metric as it was an anomaly, and to use the previous year numbers.

Ms. Burke had concerns regarding doing the budget while still working on the Operating Agreement and how the budget would come together. Since the annual budget is being put together six months into the year, she asked what portion of the budget would be allocated and when would that be allocated to the Student Union? There are lots of moving parts that have an effect on our ability to know exactly what the budget is moving forward. She did recognize that the Student Union is continuing to operate without the student fees that have been collected. She confirmed that the budget would not be approved by the University until the Operating Agreement is approved.

Director Faas explained that a couple of years ago the Associated Students Auxiliary did receive student fees even though their Operating Agreement took nine months to approve. This was due to a risk communication strategy which is not the case with the Student Union.

Ms. Burke explained if the Board approves the budget, a formal letter of request for the student fees would be put forward and the budget would be presented to the CFO and the President for approval.

The Board discussed next steps. Director Faas stated that the Operating Agreement would need to be signed and then the budget would need to be corrected to reflect the Operating Agreement. He stated that the Student Union's mission, programs, and operations have not changed and that it's business as usual. The Board also discussed doing a midyear forecast in January including what has been encumbered from July 2021 through December 2021.

Director Trivedi motioned to approve the fiscal year 2021-2022 budget; Director Andrews seconded the motion.

Vote on the Motion: 4-0-4 Motion Failed

Yes: Director Andrews, Director Blackmer Reyes, Director Cho, Director Trivedi

Abstain: Director Faas, Director Kaur, Director Reyes, Director Sharma

X. CLOSED SESSION

The Board determined that Closed Session was not needed.

XI. REPORTING OUT OF CLOSED SESSION

The Board did not have a Closed Session.

XII. BOARD OF DIRECTORS ANNOUNCEMENTS

Director Andrews asked for any announcements from the Board.

Regarding campus security, Director Faas asked for everyone to be aware of their surroundings and if you see something, say something.

Since the budget was not approved, Ms. Burke asked the Board what their expectations are and what their needs are in order to approve the budget? She explained that we will need to take more money out of reserves in order for the Student Union to continue to operate. Director Faas stated that if there is a need for more money, then the Board needs to discuss taking more money out of the long term reserves. Director Kaur explained the reason she abstained was that it was clear the budget was not going forward due to the changes that will need to be made after the Operating Agreement has been approved. She requested that a meeting be scheduled with the Special Committee for the Operating Agreement and a special meeting of the Board of Directors, before the semester is over.

XIII. MEETING ADJOURNMENT

Director Andrews asked for a motion to adjourn the meeting.

Director Faas motioned to adjourn the meeting; Director Cho seconded the motion.

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

Meeting adjourned at 5:45 p.m.