



STUDENT UNION, INC. BOARD OF DIRECTORS

**Meeting Minutes
February 24, 2023
1:00 PM - 2:30 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: Andrea Cabrera-Sanchez, Nina Chuang, Dr. Sonja G.Daniels, James Figueroa, Peter Lee, Logan Meline, Rishabh Pandey, Jeet Parekh, Kathleen Prunty (BOD Designee), Krishna Sai Mangalarapu
Voting Members Absent: Kathryn Blackmer Reyes, Aarushi Sharma
Updated Attendance: Kathryn Blackmer Reyes was updated to present at 1:45 PM
Non-Voting Member Present: Tamsen Burke

DocuSigned by:

Tamsen Burke

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I. CALL TO ORDER

Director Meline called the meeting to order at 1:03p.m.

II. ROLL CALL

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

Ms. Prunty announced her separation and retirement from San Jose State University. Her last day on campus will be April 28th.

III. APPROVAL OF FEBRUARY 24, 2023 AGENDA

Director Meline asked for any changes to the agenda.

There was a request to add two agenda items, Approve the Resignation of Kathleen Prunty, Board of Director Designee, and Approve the Appointment of Sara Bonakdar as Director Faas's Board of Director Designee.

Director Meline asked for a motion to approve the agenda with the recommended changes.

Director Figueroa motioned to approve the agenda with the changes; Director Chuang seconded the motion.

Vote on the Motion:

10-0-0

Motion Passed

IV. APPROVAL OF JANUARY 27, 2023 MEETING MINUTES

Director Meline asked for any changes to the minutes.

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

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

Vote on the Motion:

10-0-0

Motion Passed

V. PUBLIC FORUM

No public comments.

VI. EXECUTIVE DIRECTOR REPORT

Ms. Burke introduced new staff, Mitchell Veloso-Madison who is part of the HR team; Omar Garcia, Manager of Events and Programs; and Caitlyn Montoya, Coordinator of Events and Programs. Ms. Burke provided a brief update on the service agreements and Event Center Guidelines. She met with One IT yesterday to finalize the inventory sheets and the questionnaire and assessment. Ms. Burke's understanding is that the Memorandum of Understanding (MOU) is with Bob Lim, Vice President, Information Technology/CIO for review. The service agreement with FD&O is in the final stages in preparation for our review. The recreation field MOU is almost finished. The Vice President has been notified that we have exceeded the 6 month completion requirements as stated in the Operating Agreement but everyone is continuing to work towards that goal. Ms. Burke explained that all of the departments have completed their budgets for fiscal year 2023-2024. Hearings with each department have been scheduled for next week. She invited the board to attend any of the hearings to better understand the budget process. Ms. Burke, Traci Ferdolage, Dedra Palmer, and Sharon Wiley met with the Vice President of Student Affairs, the Athletic Director, and the CFO, to review the Event Center guidelines. They requested an additional time to review the document before the committee moves forward with implementation. The next step is how we implement the guidelines for Spartan Recreation and Aquatics Center, Student Union, and the recreation field, as a common practice. Ms. Burke explained that we are in final negotiations with the promoter for the spring Spartan Fest event. The event is scheduled for April 28th and once the artists have been finalized, the board of directors will make the announcement. She commended Campus Life for their support in providing t-shirts and Associated Students for providing water for the event. Ms. Burke recognized the continued work the Student Union is doing in terms of its mission and education of its students. She congratulated Ryan Huang, student graphic designer for the Student Union. Ryan was awarded first place for ACUI 2023 Steal This Idea competition which is a design competition for students and professionals at various college unions across the United States.

VII. BOARD OF DIRECTOR CHAIR REPORT

Director Meline commended everyone on a great start to the spring semester and appreciates everyone's hard work.

VIII. COMMITTEE REPORTS

A. Audit Committee

Director Chuang reported that there were no updates since the committee hasn't had a meeting.

B. Facilities & Programs Committee

Director Sai Mangalarapu reported that during the last meeting Ariana Martinez, Coordinator of Events and Programs, provided an update on the events that have been scheduled for the spring semester. Ms. Burke explained that staff are continuing to work on filling open positions. The Event Center scheduling guidelines have been completed and have been shared with the VP of Student Affairs, VP of Admin and Finance, and the Athletic Director. Ms. Burke provided an update on the Operating Agreement service agreements. The repairs to the main floor of the Student Union theater have been completed. The restrooms are still closed because the new pumps have not been delivered yet. The HVAC study is close to being finalized. Once it has been finalized, then a recommendation will be brought forward

to the Facilities & Programs Committee for phase one, with a focus on what needs to be replaced. Student Union staff are working on their budgets which includes the amounts for capital and local reserves.

C. Finance Committee

Director Cabrera-Sanchez reported that the next Finance Committee meeting is scheduled for Monday, February 27, 2023.

D. Personnel Committee

Director Meline reported that they have been focusing efforts on student board of directors recruitment. As part of the recruitment effort, Director Meline, along with a couple other student board members, visited some business, political science, and public speaking classes to discuss what the Student Union board does and that applications are being accepted. Director Meline would like to discuss the consideration of student board of directors compensation and requested the topic be added to the next Personnel Committee meeting agenda.

IX. DISCUSSION

A. Safety and Security of Facilities and Campus Community

Ms. Burke and Dr. Daniels met with the Vice President of Student Affairs to discuss campus safety and security. Ms. Burke explained that they are continuing to see some incidents related directly to behaviors in the Student Union building. This is an open campus and many individuals visit the Student Union to study, attend events, and to use the food court. The Vice President asked Ms. Burke to review the current security plan for the Student Union specifically, to see if there are other ways that we can think about it. The Student Union is an open access facility that includes four main entries controlled by sliding doors which makes it a challenge to implement card reader access. If one person swipes their card, there is enough time for several others to enter the building before the doors slide shut. She has met with Kevin Kish, Operations Manager, to review floor plans of the Student Union building. They are specially looking at doors on the first and second levels to identify which doors could be put forward as a proposal. They are also looking at individual offices which are all set up on S2, to determine if those also need to be part of the proposal. Once the plan is completed, the next step will be to meet with Traci Ferdolage just to make sure that the recommendations are viable options that we can consider. Director Daniels explained that they are also talking about whether certain entrances should be closed after 5 PM and what door access looks like on the weekends. They are also considering additional staffing to be specific doors at certain hours. The unions have been designed traditionally to be that open space of community gathering with events so how do we strike a balance of safety with the community and our students, staff, and faculty? The university is also having the same discussions about university housing, the library, and other spaces on campus.

The committee discussed the safety concerns and the challenges managing the culture of a university in an urban area. As the board is having these discussions, Director Daniels encouraged the student board members to share any concerns they are hearing from students about things happening in the building. The committee suggested using NFC which is a technology that is on everyone's cell phones. NFC is a wireless technology that can be used for verification for students, staff, and faculty.

Ms. Burke answered questions from the committee including that SRAC, the Student Union building, and the recreation field are set up on an S2 system and that there is a plan for the Event Center to move in that direction.

B. Scheduling Guidelines for the Provident Credit Union Event Center and Alignment with SU Event Services for SRAC, SU, Rec Field, and EC

Ms. Burke also spoke about this during her Executive Report.

Ms. Burke explained that the development of the guidelines was a team approach between athletics, facilities and operations, Student Union, and the Vice President of Student Affairs office. She commended her partners for keeping the focus on what needed to be accomplished and being reflective of the past but not being held to how the Event Center had been used in the past. Ms. Burke reviewed the four priority areas; first priority is for both athletics and SU club sports programs as student athletes; second area is student organizations to make sure they have opportunities to be in facilities; the third area is departments. The guidelines present a pathway for students to understand how to reserve facilities. Ms. Burke and Ms. Ferdolage are working on a unified approach to events and schedules on campus and aligning those across the two areas as well.

X. DISCUSSION/ACTION ITEM

A. Approve Resignation of Student Board of Director

Director Meline explained that during the last board meeting Isaiah Andrews officially resigned from the board effective at the end of the January 27, 2023 meeting.

Director Meline asked for a motion to approve the resignation.

Director Meline motioned to approve the resignation of Director Andrews; Director Figueroa seconded the motion.

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

B. Selection and Approval of the Student Union Board of Directors Chair and Vice-Chair for the Remainder of the AY 2022-2023

Director Meline asked for nominations for Chair.

Director Meline nominated himself for Chair.

Director Cabrera-Sanchez motioned to approve the nomination; Director Sai Mangalarapu seconded the motion.

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

Director Meline asked for nominations for Vice Chair.

Director Parekh nominated Director Figueroa for Vice Chair.

Director Daniels nominated Director Cabrera-Sanchez for Vice Chair.

Director Figueroa and Director Cabrera-Sanchez spoke about why they would like to be Vice Chair.

Director Meline asked for a motion for Vice Chair.

Director Parekh motioned to approve James Figueroa for Vice Chair; Director Pandey seconded the motion.

Vote on the Motion: 8-0-2 Motion Passed.

Abstained: Director Figueroa, Director Meline

C. Approve Student Union Board of Directors Chair on the Executive Director's Expenses

Ms. Burke explained that this is a requirement that the Board Chair be the second signature on any of the Executive Director's expenses.

Director Meline asked for a motion.

Director Daniels motioned to approve the Board of Director Chair on the Executive Director's expenses; Ms. Prunty seconded the motion.

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

Abstain: Director Meline

Items added during the approval of the agenda

D. Approve Resignation of Board of Director Designee

Director Meline asked for a motion to approve the resignation.

Director Meline motioned to approve the resignation of Kathleen Prunty, Board Designee; Director Figueroa seconded the motion.

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

Abstain: Ms. Prunty

E. Approve Appointment of Sara Bonakdar as Director Faas's Board of Director Designee

Ms. Bonakdar briefly introduced herself and discussed what contributions she could make to the board.

Director Meline asked for a motion to approve Sara Bonakdar, Designee as Ex-Officio Director for the Vice President of Administration.

Director Meline motioned to approve Kathleen Prunty as Sara Bonakdar, Designee as Ex-Officio Director for the Vice President of Administration; Director Parekh seconded.

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

XI. BOARD OF DIRECTOR ANNOUNCEMENTS

There were no announcements.

XII. CLOSED SESSION

A. Personnel Matters

The Board did not require a closed session.

XIII. REPORTING OUT OF CLOSED SESSION

Closed session was not required.

XIV. MEETING ADJOURNMENT

Director Meline asked if there were any objections to adjourning the meeting. Hearing no objections, the meeting was adjourned at 2:03 p.m.