

BOARD OF DIRECTORS

This meeting was facilitated both in-person and via an online Zoom format

Wednesday, April 12, 2023

2:30 p.m.

BMU 205

Members Present: Krystal Alvarez, Jade Tsao, Johnathan Montes, Michelle Davis, Autumn Alaniz-Wiggins, Dr. Tracy Butts, Allison Wagner, Ann Sherman, Dr. Isaac Brundage

Members Absent: None

Others Present: Curtis Sicheneder, Karen Bang (recording), Hugh Hammond, Thang Ho, Shar Krater, Tom Rider, Katrina Robertson, Kendra Wright, Leah Mercer, Jon Slaughter, Jamie Clyde, Lexi Extein, Kyle Alsbery, Teresa Clements, Victor Trujillo, Jenna Walker, Windy Van Dam, Nina Chuang, Steve Novo, Colin Chambers, Saul Garfia, Keith Crawford, Kelsey Torres, Danielle Fierro, Kristin Chelotti, Sarah Wilson

- I. CALL TO ORDER** – The Chair, Alvarez, called the meeting to order at 2:32 p.m.
- II. MECHOOPDA LAND RECOGNITION** – The meeting was started with the reading of the Mechoopda Land Recognition Statement.
- III. AGENDA** – Approval of the 4/12/23 regular meeting agenda. Alvarez removed the Vehicle Usage Policy from Business Item C. **Motion to approve the 4/12/23 regular meeting agenda, with the removal of the Vehicle Usage Policy from Business Item C. (Montes/Tsao) 9-0-0 MSC.**
- IV. APPROVAL OF MINUTES** – Minutes of the 3/29/23 regular Board meeting. **Motion to approve the minutes of the 3/29/23 regular Board meeting, as presented (Tsao/Montes) 9-0-0 MSC.**
- V. ANNOUNCEMENTS** – None
- VI. PUBLIC OPINION** – Limited to items on the agenda, three minutes per speaker, five minutes for entire topic – Nina Chung, Associated Students Student Body President at San Jose State spoke regarding agenda item VIII.D. – Support of San Jose State University Sense of Senate Resolution for Day of Remembrance that is being brought to their Academic Senate today. She explained that San Jose State played a significant role in the forced removal and incarceration of local Japanese Americans during WWII, due to Executive Order 9066. She provided a brief synopsis of the Resolution, and thanked the Board for their consideration in showing support of this Resolution.
- VII. STANDING COMMITTEE REPORTS** – Action Items forwarded to the Board of Directors from the standing committees stand approved unless overturned by a 2/3 + 1 Board action.
 - A. Government Affairs Committee – Tsao reviewed the items approved.
 1. GAC Actions of 4/5/23
 - a. Approved the 4/5/23 regular meeting agenda.
 - b. Approved the 3/22/23 regular meeting minutes.
 - B. Associated Students Facilities Committee – Davis reviewed the approved items, noting a Special meeting was held on 3/30/23 due to a lack of quorum for their 3/24/23 meeting.
 1. ASFC Actions of 3/30/23
 - a. Approved the 3/30/23 Special meeting agenda.
 - b. Approved the minutes of the 2/17/23 regular meeting, as presented.
 - c. Approved suspending SFAC funding for spring 2023, as presented.
 - d. Approved WREC Oasis name change to The Patio.
 2. ASFC Actions of 4/7/23
 - a. Approved the 4/7/23 regular meeting agenda.

- C. Associated Students Businesses Committee – Montes reviewed the items approved.
1. ASBC Actions of 4/3/23
 - a. Approved the 4/3/23 regular meeting agenda.
 - b. Approved Dining Automated Cash Count System in an amount not to exceed \$45,000, as presented.
 2. ASBC Actions of 4/10/23
 - a. Approved the 4/10/23 regular meeting agenda.
 - b. Approved revisions to Associated Students Corporate Codes – Duties for Vice President of Business and Finance.

VIII. BUSINESS

- A. Consent Agenda – *All items listed under the Consent Agenda are considered to be routine and are enacted by one motion without discussion. A member of the committee who desires a separate discussion of any item may pull that item from the Consent Agenda.*

Revisions to Associated Students Corporate Codes, effective beginning the 2023-24 elected representative term:

- Duties for Director of Academic Affairs.
- Duties for Executive Vice President.
- Duties for College of Behavioral and Social Sciences Senator.
- Duties for College of Business Senator.
- Duties for College of Natural Sciences Senator.

Revisions to Associated Students Human Resources Policies:

- New Policy: Time off for Elective Volunteer Activities Policy, Policy No. 005.
- Revisions to Bereavement Leave Policy, Policy No. 737.
- Revisions to Sick Leave Policy, Policy No. 735.

Approval of the Consent Agenda – **Motion to approve the Consent Agenda, as presented (Davis/Montes) 9-0-0 MSC.**

- B. Information Item: Review of Associated Students Budget (including Pay Schedule), estimated results 2022-23 and proposed budget 2023-24 – Robertson provided an overview of the budget to the Board, noting they decided on an annualized headcount of 12,000 to build the Activity Fee and Student Union budgets (Wagner left at 2:44 p.m.). She said the Associated Students Facilities Committee (ASFC) has asked them to present a second scenario for Friday's ASFC meeting as Adventure Outings was proposed to sunset as of 7/1/23. She explained that this isn't expected to affect dollar amounts; however, if it does change, an updated budget would be provided to the Board. • Robertson reviewed the All Areas summary, explaining that for 2023-24, overall revenues and expenses are projected to be \$21.2 million and \$21.6 million respectively, resulting in an overall decrease in net assets of approximately (\$427,000). She also noted the Pay Schedule is included in the budget packet for the Board's review and annual approval of current positions and pay ranges as required by CalPERS, the retirement provider for the AS. • Capital Expenditures (planned purchases) were next reviewed and Robertson provided the major capital expenditure highlights for 2022-23 and 2023-24. • Regarding the Activity Fee Fund estimated results for 2022-23, Robertson said there is a potential of \$145 going back to Reserves; original budget was to go into Reserves by about \$550,000. For 2023-24, she said there is a proposed use of \$194,357 of reserves to fully fund planned allocations. She explained that there are two different fee areas, Activity Fee and Student Union Fee and that these are separate funds which can't be interchanged. • Robertson next reviewed Auxiliary Activities Fund – Dining Services and Wildcat Store. For 2022-23 estimated results and 2023-24 proposed Dining Services, there will be \$0 available for reserves. For the Wildcat Store 2022-23 estimated results, Robertson said there's a projected estimated net decrease of (\$57,466). One-time HEERF funds of \$180,000 were received from campus. The projected estimated net decrease for 2023-24 proposed is (\$232,726). • The Student Union highlights were next reviewed and for 2022-23 estimated results,

Robertson said total income decreased \$1.8 million from the original budget. Total expenses decreased by almost \$1.7 million from original budget due to conservative budgeting and numerous open positions. Depreciation cost was also reduced. For 2023-24 proposed, total income is proposed to be at \$9.4 million, \$8.2 million of this being the return of surplus funds from the University. • Net Asset Reserves were next reviewed. Robertson said for the Activity Fee Fund, net asset reserves are projected to be fully funded through 2029-30. For Dining Services, net asset reserves are projected to be fully funded through 2025-26 (Sherman left the meeting at 2:52 p.m.). For the Wildcat Store, net asset reserves remain fully funded through 2023-24. For the Student Union Fund, AS held net asset reserves were fully funded at 6/30/22 with excess net assets above reserves of \$6.6 million. Robertson said if future projections are met, a fee increase to maintain the current operating profile will be a concern starting in 2024-25. • Robertson reviewed the Corporate Services Fund, noting that for 2022-23 estimated results that the budget reflects a decrease of (12%), and the 2023-24 proposed budget reflects an increase of 6%. Lastly, Area Reimbursements, which identify the allocated costs charged between the budgeted areas of the AS, were reviewed.

- C. Information Item: Revisions to Associated Students Corporate Codes:
- Duties for the Vice President of Business and Finance, effective beginning the 2023-24 elected representative term – Montes said the Revenue Allocation Committee no longer exists, so reference to it is being removed.
 - ~~Vehicle Usage Policy~~ – pulled from today’s agenda.
- D. Information Item: Support of San Jose State University Sense of Senate Resolution for Day of Remembrance – Alvarez shared that page 44 of the agenda packet is an email she received from San Jose State’s AS President, Nina Chuang, looking for support regarding the Sense of Senate Resolution being presented to their Academic Senate. She said Cal State East Bay and CSU, Monterey Bay have expressed their support of this Resolution. Alaniz-Wiggins asked if there are any reparations to the students/faculty/staff that were affected by this, or their descendants. Chuang joined the meeting via phone and said there hasn’t been much discussion about reparations. She said the other three items have been discussed with their Japan town community, which are: 1. Institutionalizing an annual Day of Remembrance on campus to commemorate and educate the Spartan community; 2. Construct a mural on Uchida Hall; 3. construct a monument outside of Uchida Hall. She noted that the Resolution lists their main goals. Alvarez said due to time restraints, she would like to suspend the rules to move this item from Information to Action. **Motion to suspend the rules to move this Information item to an Action Item due to time restraints (Alaniz-Wiggins/Montes) 7-0-0 MSC. Motion to approve support of San Jose State University Sense of Senate Resolution for Day of Remembrance (Alaniz-Wiggins/Tsao) 7-0-0 MSC.**
- E. Discussion Item: 2/28/23 Dining Services Financials – Montes reviewed Dining Overall, noting February Net Income at (\$142,095) and (\$405,184) YTD. He said the Holt location closed in February due to theft and declining sales. Robertson said it was also a grave safety concern for our student employees. Alvarez asked what happens to that building and Montes said we were renting it from campus and are no longer renting it. Robertson said Holt has been removed from next year’s budget.
- F. Discussion Item: 2/28/23 AS Wildcat Store Financials – Montes noted Income at \$218,239, which included a \$180,000 HEERF Grant received. He said there was a Net Increase of \$150,612 for February, \$25,030 net increase YTD.
- G. Discussion Item: 2/28/23 Follett Wildcat Store Financials – Montes said Textbook sales were down 13.2% YTD. General Merchandise was down 14.6% for the month. He noted that Graduation/Convenience/Health & Beauty were up 19.2% for the month. Technology sales were down 39% for the month. Montes said for the first time in three years there will be an “Apple Sale” which will be held during Senior Sendoff: April 17 – 21. Overall, the bookstore was down 19.4% for the month and YTD down 8.5% to last year.

- H. Discussion Item: Associated Students Executive Order 2023-02 – Alvarez reviewed the Executive Order regarding Jamie Clyde’s interim position as the University Vice President for Business and Finance. She also noted Sicheneder has been appointed as Interim Executive Director of the Associated Students. Alvarez said Clyde will become a voting member of the AS Board of Directors.
- I. Director of University Affairs Report – Absent.
- J. Director of SJ&E Report – Alaniz-Wiggins said she and her committee are working on the AAPI Heritage Month, noting there will be a display in the atrium as well as events. • Alaniz-Wiggins said the SJ&E committee will be voting to change the AS value from Diversity to Inclusion. She said if it passes, it will then move on to the GAC, then on to the Board. Montes asked why changing and she said conversations encourage action and action creates change. She said with this language change, the questions we ask will be different. • Alaniz-Wiggins said they are also working on Eid al-Fitr, the celebration for the end of Ramadan.
- K. University Vice Presidents’ Reports – Dr. Brundage said some may have heard that the Prevention Office has been somewhat dissolved. He said the office is still open through the remainder of the semester and Juanita Motley is assisting the office through the end of the semester. The AlcoholEdu Program is now under Student Conduct, motivational interviews are now in Wellcat Services. • Dr. Brundage said Delta Chi was put on a Cease and Desist. He said an investigation was done and the national organization decided to revoke their charter, which the University supported. • Dr. Brundage said Student Affairs is working on the Strategic Plan and their goal is to have the plan ready by this June. He said he also continues to work on the budget and enrollment.
- L. Faculty Representative Report – Dr. Butts said she had no report. Alaniz-Wiggins asked about a Diversity art display and Dr. Brundage said it’s in Kendall Hall right now.
- M. Interim Executive Director Report – Sicheneder acknowledged Associate Executive Director, Robertson, and her team for putting this budget together. He said it’s a heavy lift that requires a large amount of work, interacting with a lot of directors and assistant directors, and noted she started this process back in January. He said if anyone has questions about the budget, he is also available to discuss it. • Sicheneder said in his new role he has been working with Dr. Brundage and the entire Student Affairs team regarding the Strategic Plan. He said Dr. Gonzalez, the facilitator from the American Association of State Colleges and Universities, has been wonderful through this process. • Sicheneder said the Bike Auction will be held tomorrow at noon in the SSC Plaza.
- N. President Report – Alvarez said she had no report.
- IX. ANNOUNCEMENTS** – Alvarez said Happy Wednesday. Wright reminded that due to a schedule change, the upcoming Government Affairs Committee meetings will be held April 19 and 26. She said the Board will now be meeting on May 3, with their final meeting on May 10. Krater said next Tuesday is Senior Send Off and reminded that today is the deadline for submitting items for the time capsule.
- X. PUBLIC OPINION** – Clements, the WREC Director, said she oversees Adventure Outings (AO). She said ASFC was presented with the Union Budget at their last meeting which included removal of the AO program. She noted that a lot of people attended the meeting in support of AO and what could be done to not cut the program. She thanked all at the table as AS representatives, noting they’ve dealt with a lot of people. She thanked them for taking the time to speak with and respond to people. Clements also thanked Davis and ASFC for looking at additional options.
- XI. ADJOURNMENT** – The Chair, Alvarez, adjourned the meeting at 3:33 p.m.