

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

FOR THE MEETING OF: **Annual Meeting of October 25, 2016
4:00pm in the Student Union Meeting Room 5**

Voting Members Present: Eve Allums, Sonja Daniels, Charlie Faas, Jared Garcia, Ellen Middaugh, Sameer Saran, Emily Wughalter-by telephone conference

Voting Members Absent: Rose Lee, Hector Perea, Joseph Sandoval-Rios, Denice Serna

Non-Voting Members Present: Cathy Busalacchi

Guests Present: Amy Guerra-Smith, Kim Hagens, Kristin Kelly

I. CALL TO ORDER

Sameer Saran called the October 25, 2016 Annual Student Union Board of Directors Meeting to order at 4:04pm in the Student Union Meeting Room 5.

II. ROLL CALL

Sameer Saran asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR OCTOBER 25, 2016

Sameer Saran asked for any changes needed to the OCTOBER 25, 2016 ANNUAL BOARD OF DIRECTORS MEETING AGENDA. Seeing no changes needed, Sameer Saran asked for any objections to approve the October 25, 2016 Annual Board of Directors Meeting Agenda as presented. See no objections, Sameer Saran noted that the **October 25, 2016 Annual Board of Directors Meeting Agenda was approved as presented by unanimous consensus.**

IV. APPROVAL OF SEPTEMBER 20, 2016 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES

Sameer Saran asked for any changes needed to the SEPTEMBER 20, 2016 MEETING MINUTES. Seeing no changes, Sameer Saran asked for any objections to approve the September 20, 2016 Meeting Minutes as presented. See no objections, Sameer Saran noted that the **September 20, 2016 Meeting Minutes were approved as presented by unanimous consensus.**

V. PUBLIC FORUM

No one present for public forum.

VI. EXECUTIVE DIRECTOR REPORT

Cathy Busalacchi commented that the Sport Club usage is up and noted that a third of the student body is using the Sport Club as well as a lot of groups are using the space for group meetings. Ms. Busalacchi commented that this is the reason why the Student Recreation Center is needed now more than ever. Ms. Busalacchi commented that the Student Recreation Center Planning Committee interviewed two companies for rock climbing wall and hope to have a decision soon.

Ms. Busalacchi noted that the Student Union staff is working hard to complete the various projects still outstanding for the Student Union building. Ms. Busalacchi noted that the lighting on the exterior stairs is being worked on and should be completed soon.

Ms. Busalacchi explained that there are some changes to some of the spaces on the first level in the Student Union. Cathy Busalacchi noted that any changes to those spaces will need Board approval. Ms. Busalacchi explained that when she has more definitive information that she will notify the Board.

Jared Garcia commented about the unhealthier foods being offered in the Union Square food court. Mr. Garcia inquired if there is anything this Board could do to help offer healthier choices? Ms. Busalacchi commented that in the past, the Spartan Shops would consult with the Student Union; a detailed discussion resulted about the food offerings.

Mr. Faas inquired who organizes the half-time shows for the basketball games. Ms. Busalacchi commented that the Athletics department does. A lengthy discussion followed about student engagement, possibility of having an EDM show, and how to entice students to attend the games.

VII. AGENDA ITEMS:

A. Presentation of Annual Report for FY 2015-16

Cathy Busalacchi presented the Board Members with the 2015-2016 Student Union, Inc. Annual Report. Ms. Busalacchi noted that the report is created by our student graphic artists from the graphics department. Ms. Busalacchi noted several changes in the report including a highlight of a student from each Student Union department.

B. Distribution of Final Bound Audited Financials

Cathy Busalacchi presented the Board Members with the bound Audited Financials report for Year End 2016. Ms. Busalacchi noted that there were no changes made from the draft copy that was presented to the Board and approved at the September 20, 2016 meeting.

C. Approval of Recommendations of Facilities and Programs Committee Chair and Vice-Chair for 2016-2017

Cathy Busalacchi noted that the Facilities and Programs Committee selected Joseph Sandoval-Rios as Chair and Eve Allums as Vice-Chair for 2016-2017 academic year.

Sameer Saran asked for a motion to approve the Facilities and Programs Committee recommendation of Joseph Sandoval-Rios as Chair and Eve Allums as Vice-Chair of the Facilities and Programs Committee for 2016-2017.

Ellen Middaugh moved to approve the recommendation of Joseph Sandoval-Rios as Chair and Eve Allums as Vice-Chair of the Facilities and Programs Committee for 2016-2017 as presented.

Jared Garcia seconded the motion.

VOTE ON THE MOTION:

7 – 0 – 0

Motion Passed.

D. Approval of Recommendations of Finance Committee Chair and Vice-Chair for 2016-2017

Cathy Busalacchi noted that the Finance Committee approved the recommendation of Denice Serna as Chair and Hector Perea for Vice-Chair of the Finance Committee for 2016-2017.

Sameer Saran asked for a motion to approve the recommendation of Denice Serna for Chair and Hector Perea as Vice-Chair for the Finance Committee for 2016-2017.

Sonja Daniels moved to approve the recommendation of Denice Serna for Chair and Hector Perea as Vice-Chair for the Finance Committee for 2016-2017.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 7 – 0 – 0 Motion Passed.

E. Information and Approval of Additional Expenditure from Local Reserves for the Bowling Center Agreement with Brunswick

Cathy Busalacchi explained she presented this information at the Joint Meeting of the Finance Committee and to the Facilities and Programs Committee on October 18, 2016. Ms. Busalacchi noted that because the Student Union expansion and renovation project was delayed so long, the Student Union wasn't able to complete some of the projects when previous Boards approved the designated funds. Ms. Busalacchi noted that the initial money for the Bowling Center project was designated by the Student Union Board of Directors in 2012-2013. Ms. Busalacchi noted that in order to complete the Bowling Center project, the Student Union is asking the Board to designate specific amount of money to install sound mitigation to the bowling lanes because a study was done. A study conducted determined that the sound from the Bowling Center was travelling up through the Student Resource room on level one and up to the meeting rooms. In the past this was not an issue because above the bowling lanes was the food court and because there was so much noise in the food court, the bowling center noise travelling up was not an issue. Ms. Busalacchi explained that now there are offices and meeting rooms above the Bowling Center. In an effort to reduce the noise from the Bowling Center, the Student Union has been advised to install sound mitigation materials which are spacers in the lanes. To install these spacers requires that the tops of the lanes be removed, install the spacers, and reapply the lanes. The cost for this process is an additional \$209,000.00.

Ms. Busalacchi also noted that another issue was discovered. It is the absence of the pinsetter safety guards to each lane to ensure that no one gets injured. This will help to minimize pin chasers or mechanics working in the back from getting injured. This is not a requirement in the US however if they are not installed and someone gets hurt it would be a huge liability for the Student Union. The cost for this process is an additional \$61,165.00.

Ms. Busalacchi noted that the Student Union is asking the Board to approve the recommendation from the Finance Committee and the Facilities and Programs Committee to approve to designate \$270,165.00 from the Local Reserves for the Bowling Center pin setter guards and sound mitigation projects.

Sameer Saran asked for a motion to approve the recommendation to approve \$270,165.00 from Local Reserves for the Bowling Center pin setter safety guards and sound mitigation projects.

Emily Wughalter moved to approve \$270,165.00 from Local Reserves for the Bowling Center pin setter safety guards and sound mitigation projects as presented.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 7 – 0 – 0 Motion Passed.

F. Information and Approval of Additional Expenditure from Local Reserves for the Event Management System (EMS)

Cathy Busalacchi explained to the Board members that this is another item that was approved by a previous Board in 2012-2013. Ms. Busalacchi noted that the Event Management System

is a scheduling software that will help with scheduling in the Student Union as well as in our other facilities. Ms. Busalacchi noted that this software package was purchased in 2012-2013 for \$38,000 plus a maintenance fee. Ms. Busalacchi noted that the Student Union was informed that there is an additional fee that needs to be paid plus the travel expenses for a professional to install the software package. Ms. Busalacchi noted that the Student Union is asking for the Board to approve the Committees' recommendation to designate an additional \$36,850.00 from Local Reserves for the completion of the Event Management System software.

Sameer Saran asked for a motion to approve the recommendation of an additional \$36,850.00 from Local Reserves for the completion of the Event Management System Software as presented.

Eve Allums moved to approve an additional \$36,850.00 from Local Reserves for the completion of the Event Management System Software as presented.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 7 – 0 – 0 Motion Passed.

G. 2017 Employer Medical Premium Contributions

Cathy Busalacchi explained to the Board members that the Employer Medical Contributions for 2017 and the CALPERS Resolutions are approved by the Board annually. Cathy Busalacchi noted that the Student Union Employer Medical Premium Contributions are comparable to the State however the rates for auxiliaries are a bit higher. Ms. Busalacchi noted that since the rates for 2017 increased minimally the Student Union is not making a recommendation to the Board to increase the Employer Medical Contributions.

H. Presentation and Approval of Revised and Updated SUSJSU 403b Plan

Cathy Busalacchi noted that the Student Union presented this information at the September 20, 2016 Board of Directors Meeting. Ms. Busalacchi noted that while management believes that this is only an update, management is asking the Board to approve the changes. Ms. Busalacchi noted that she informed the Board that Student Union did a review of the SUSJSU 403(b) Plan with the Student Union financial advisor, Larry Van Steenhuyse from UBS. Mr. Van Steenhuyse recommended that the Student Union drop the funds called legacy funds. Ms. Busalacchi explained that the legacy funds were the initial funds offered when the SUSJSU 403 (b) Plan was initiated. Ms. Busalacchi explained that because the Student Union is now over the \$5 million dollars invested with Nationwide, this allows the Student Union more access to different funds at less cost. Ms. Busalacchi noted that these changes will help save money for the employees as well as allow staff access to a third party financial advisor if the employees choose to do so.

Sameer Saran asked for a motion to approve the changes to the SUSJSU 403 (b) Plan as presented at the September 20, 2016 Board of Directors Meeting.

Ellen Middaugh moved to approve the changes to the SUSJSU 403 (b) Plan as presented at the September 20, 2016 Board of Directors Meeting.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 7 – 0 – 0 Motion Passed.

I. Facilities Project Updates

Cathy Busalacchi noted that this was presented during the Executive Directors Report.

J. Current Authorized Signers on Corporate Bank Accounts

Ms. Busalacchi noted that the Student Union, Inc. has three authorized signers on the corporate bank accounts. The three signers are herself, Kristin Kelly and Terry Gregory.

K. Co-Signers on the Executive Director's Expenses

Cathy Busalacchi informed the Board Members that there are three authorized co-signers for the Executive Director's expenses. Those co-signers are the Vice President for Student Affairs or their designee, the Chair of the Board or the Chair of the Finance Committee.

Sameer Saran asked for a motion to move the meeting to closed session.

Charlie Faas moved to approve to move the meeting to closed session.

Eve Allums seconded the motion.

VOTE ON THE MOTION:

7 – 0 – 0

Motion Passed.

VIII. CLOSED SESSION ITEMS

A. Update on Personnel Matter(s)

Cathy Busalacchi reported that she updated the Board on a personnel matter.

B. Update on Facility Matter

Cathy Busalacchi reported that she updated the Board on a facility matter.

IX. MEETING ADJOURNMENT

Sameer Saran asked for any other business to discuss. Seeing no other business to discuss, Sameer Saran noted that the **October 25, 2016 Board of Directors meeting was adjourned at 4:54pm by unanimous consensus.**