

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

**February 19, 2019 at 4:25 pm
In Student Union Meeting Room 5**

Voting Members Present: Zachary Birrer, Charlie Faas (tardy arrival by telephone conference), Katrina Festejo, Rose Lee, Ariadna Manzo, Joseph Sandoval-Rios, Jeanne Trang, Emily Wughalter

Non-Voting Members Present: Cathy Busalacchi

Voting Members Absent: Ellen Middaugh, Sonja Daniels

Guests in Attendance: Amy Guerra-Smith, Kim Hagens, Cedric Woolfork, Terry Gregory, Christina Maino, Schafaris Turner

I. CALL TO ORDER

Joseph Sandoval-Rios called the February 19, 2019 Student Union Board of Directors Meeting to order at 4:28pm in SU Meeting Room 5.

II. ROLL CALL

Joseph Sandoval-Rios asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF AGENDA FOR FEBRUARY 19, 2019

Joseph Sandoval-Rios asked for any changes to the FEBRUARY 19, 2019 BOARD OF DIRECTORS MEETING AGENDA. Mr. Sandoval-Rios requested to move Action Item A. Approval of SUBOD Vice-Chair for the remainder of AY 2018-2019 to take place prior to the information items. Mr. Sandoval-Rios asked for a motion to approve the agenda with the requested amendment.

Zachary Birrer moved to approve the February 19, 2019 Board of Directors Meeting Agenda with the requested amendment.

Jeanne Trang seconded the motion.

VOTE ON THE MOTION:

7-0-0

MOTION PASSED.

IV. APPROVAL OF THE JANUARY 29, 2019 MEETING MINUTES

Joseph Sandoval-Rios asked for any changes to the JANUARY 29, 2019 BOARD OF DIRECTORS MEETING MINUTES. Seeing no changes needed, Mr. Sandoval-Rios asked for any objections to approve the meeting minutes as presented. Seeing no objections, Mr. Sandoval-Rios noted that the **January 29, 2019 Board of Directors Meeting Minutes were approved as presented by unanimous consensus.**

V. PUBLIC FORUM

No one was present for public forum however Cathy Busalacchi requested that the staff present introduce themselves to the Board members since there are quite a few new staff members and Board members. The staff present, Kim Hagens, Cedric Woolfork, Terry Gregory, Christina Maino, and Schafaris Turner introduced themselves to the Board members present.

VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi informed the Board members that the Executive Directors a few highlights of various happenings in the Student Union Departments, including that the SRAC project is moving along but that there are concerns of delay for the project due to the rain. Ms. Busalacchi noted that the fire marshal will not allow any furniture in the building until final approval is granted. Ms. Busalacchi noted that a tentative date of April 18, 2019 has been selected for the SRAC Grand Opening celebration from 11:45am to 3:00pm. Ms. Busalacchi also noted that there is an evening event planned for April 16, 2019 for faculty, staff, alumni and community members. Ms. Busalacchi noted that the Student Union is working with Alumni Association to take online RSVPs for this event.

Bowling Center's Lane 15 Project continues to be delayed due to getting approval from Department of State Architecture. Ms. Busalacchi noted that Chartwells is still trying to push the project forward.

Cathy Busalacchi noted that there is a team of core individuals that meet weekly to discuss the track and field project. Ms. Busalacchi noted that on January 30, 2019, managers from the Club Sports and Intramurals met with Verde Design to discuss field needs for both programs. Ms. Busalacchi also noted that the Campus Capital Planning, the architect and contractor for the project presented the project to the CSU Planning and Design Team. Ms. Busalacchi noted that the Chancellor's Office team asked for justification of the parking need.

Ms. Busalacchi informed the Board members of the Student Union Building Night Manager position has been filled. Ms. Busalacchi also noted that there are several other positions that are currently in the recruitment phase, including the Human Resources Director position and the Budget Analyst position.

Ms. Busalacchi also noted that the search process for the Executive Director position has commenced. The Student Union has contracted with Keeling & Associates to manage the search process. Ms. Busalacchi noted that the Search Committee for the Executive Director position will be Emily Wughalter as chair, Sonja Daniels, Marna Genes, Ashraf Fouad, Kevin Kinney, Joseph Sandoval-Rios, and Ariadna Manzo. Ms. Busalacchi noted that a representative from Keeling & Associates will be on campus in early March to meet with various groups to gather information about the qualities or properties that a success candidate will need to execute this position. The hope is to have on-campus interviews for the final candidates by middle of May.

AGENDA ITEMS

VII. INFORMATIONAL ITEMS

A. Update on Construction Projects

Report was given during the Executive Director's Report.

Charlie Faas arrived by telephone conference, bringing the total vote count to 8.

B. Presentation of 2nd Quarter Financials

Cathy Busalacchi gave a detailed report of the Student Union, Inc. financials for the second quarter noting that on the income side, there is a noticeable increase in the Student Union Event Services due to an increase of off campus usage charged at a higher rate as well as enhanced lighting package being used by groups. Additionally, there is an increase in the Audio Visual income due to the increased availability of Morris Daily Auditorium during the evening. Ms. Busalacchi noted the Bowling Center is reporting a project deficit due to lower summer usage in the Bowling Center as well as the expectation of Lane 15 Pub being operational and attracting more visitors. Ms. Busalacchi also noted that Event Center Arena and Box Office show a significant increase of revenue due to four sold out concerts with several other events which included cultural concerts, men's and women's basketball, and the President's Gala. Cathy Busalacchi noted that overall, the Student Union, Inc. is where it should be for income in the second quarter at 51%. Ms. Busalacchi went on to comment about the Student Union, Inc. expenses at the second quarter mark noting that

overall for total expenses the Student Union is at 44% noting that in the expenses travel is noticeably low at only 9% this is due to the full-time staff not traveling as much as a result of the new facility coming online. Student Wages and benefits are also down due to late start in recruiting but this will increase significantly by the end of the fiscal year as the student staff are hired.

C. CSU Audit Findings

Cedric Woolfork reported to the Board members that prior year's audit there were 26 findings compared to this audit's resulted in 7 findings, two of which have a strong correlation to the University. The first of those two findings was from agreements or lack of agreements on file. Ms. Busalacchi noted that the Student Union will work with the University to get the required agreements drafted, signed, and filed with the Chancellor's Office. The second of the two findings related to the University was the lack of sufficient reserve policies and reserve funding. Cedric Woolfork also went through and explained each of the remaining findings.

Joseph Sandoval-Rios left the meeting, bringing the total vote count to 7.

D. Student Union Reserves Policies

Cathy Busalacchi asked the Board members if anyone who would like to volunteer to help draft the Student Union Reserves Policies. Katrina Festejo and Ariadna Manzo volunteered to assist with drafting the Student Union Reserves policies for the Board to review and approve.

VIII. ACTION ITEMS

A. Approval of SUBOD Vice-Chair for the remainder of AY 2018-2019

Joseph Sandoval-Rios asked for any nominations for the SUBOD Vice-Chair for the remainder of the AY 2018-2019. Emily Wughalter nominated Zachary Birrer as the SUBOD Vice-Chair for the remainder of the AY 2018-2019. Zachary Birrer accepted the nomination. Mr. Sandoval-Rios asked for any other nominations.

Seeing no other nominations, Mr. Sandoval-Rios asked for any objections to approve Mr. Zachary Birrer as the SUBOD Vice-Chair for the remainder of the AY 2018-2019. Seeing no objections,

Mr. Sandoval-Rios noted that Zachary Birrer as the SUBOD Vice-Chair for the remainder of the AY 2018-2019 was approved by unanimous consensus.

B. Approval of Finance Committee Recommendation for Committee Chair

Zachary Birrer reported to the Board members that the Finance Committee met and make a recommendation to the Board approve Zachary Birrer as the Finance Committee Chair. Zachary Birrer asked for a motion to approve Zachary Birrer as the Finance Committee Chair.

Jeanne Trang moved to approve Zachary Birrer as the Finance Committee Chair as presented.

Katrina Festejo seconded the motion.

VOTE ON THE MOTION:

6-0-1

MOTION PASSED.

IX. CLOSED SESSION ITEMS

None

X. MEETING ADJOURNMENT

Joseph Sandoval-Rios noted that the February 19, 2019 Student Union Board of Directors Meeting **adjourned at 5:04pm by unanimous consensus.**