

Student Union, Inc. of SJSU Board of Directors MEETING MINUTES

For the Meeting of:	May 10, 2016 4:00pm in the Student Union Meeting Room 6
Voting Members Present:	Loo Loo Amante, Michael Daniels, Sonja Daniels, Inderpal Kaur, Rose Lee, Laura Sullivan-Green, Emily Wughalter, Denice Serna, Sameer Saran
Voting Members Absent:	Christian Timbol, Josee Larochelle
Guests Present:	Terry Gregory, Amy Guerra-Smith, Kim Hagens, Kristin Kelly, Jared Garcia

CALL TO ORDER

Michael Daniels chaired the May 10, 2016 Student Union Board of Directors Meeting in the absence of the chair. Michael Daniels <u>called the May 10, 2016 Student Union Board of Directors Meeting to order at 4:03pm</u> in the Student Union Meeting Room 6.

ROLL CALL

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

APPROVAL OF MEETING AGENDA FOR MAY 10, 2016

Michael Daniels asked for any changes needed to the <u>May 10, 2016 Student Union Board of Directors</u> Meeting Agenda.

Michael Daniels asked for any objections to approving the May 10, 2016 Student Union Meeting Agenda as presented. Seeing no objections, Michael Daniels noted that the May 10, 2016 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus.

APPROVAL OF FEBRUARY 23, 2016 MEETING MINUTES

Michael Daniels asked for any changes needed to the <u>February 23, 2016 Student Union Board of</u> <u>Directors Meeting Minutes</u>. Michael Daniels asked for any objections to approving the February 23, 2016 Student Union Meeting Minutes as presented. Seeing no objections, Michael Daniels noted that **the February 23, 2016 Student Union Board of Directors Meeting Minutes was approved as presented by unanimous consensus.**

PUBLIC FORUM

No one was present for public forum.

EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi reported to the Board Members a few highlights from the Executive Director's Report that was distributed at the meeting. Ms. Busalacchi noted that the Event Center A/V Tech crew continues to support many events across campus including the various graduations. Ms. Busalacchi also noted that the Student Union Ballroom is very busy noting the three pages listing events in the Ballroom. Ms. Busalacchi commented that the building is being used as intended. Cathy Busalacchi also commented to the Board Members that the marketing items displayed throughout the room are examples of work done by the Student Union Graphics department's student employees.

Cathy Busalacchi also noted that the Student Union has identified the date of September 1, 2016 for the Student Union Grand Opening event. Ms. Busalacchi also noted that the Student Recreation Center Ground Breaking event will be in October but the exact date has not been identified yet. Lastly, Ms. Busalacchi commented on the recent awards ceremony that was hosted by the Club Sports department noting that the ceremony was very well coordinated and a very nice event with over 250 students in attendance.

AGENDA ITEMS

A. Finance Committee

1. Tax Form 990 Filing for YE June 30, 2015

Michael Daniels noted that the Tax Form 990 has been completed and the Board Members were sent an email with an invitation to view the completed form prior to the form being filed.

2. Review of Final Budget Proposal for FY 2016-17

ACTION ITEM: a) Approval of Revenues & Expenses for FY 2016-17

- b) Approval of Capital plus Special Projects for FY 2016-17
- c) Approval of the Return of Student Fees for Operations
- d) Approval of the Return of Student Fees for Capital and Special Projects

Cathy Busalacchi presented the Board Members the Final Budget Proposal for FY 2016-17. Ms. Busalacchi noted a few items that significantly affected the budget for the next fiscal year. Ms. Busalacchi explained that the 2015-16 Budget was prepared under the assumption that the Student Union would be in full operation by Fall 2015 however the Student Union building was not operable until late Spring 2016 causing a decrease in revenues due to the 3 months of operations versus the anticipated 10 months of operations. This resulted in a loss of revenues from rents and income from services provided. Ms. Busalacchi reminded the Board to keep in mind (that the proposed budget for 2016-17) includes increased costs for operations, AS Campus Recreation, expanded hours and the closure of the Aquatic Center.

Ms. Busalacchi also noted that the Student Union and University decided to not have any additional EDM shows due to safety and risk liabilities which will result in a loss of revenues as well.

a) Approval of Revenues & Expenses for FY 2016-17

Emily Wughalter moved to approve Revenues and Expenses for FY 2016-17 as presented.Denice Serna seconded the motion.VOTE ON THE MOTION:8-0-0MOTION PASSED.

- b) Approval of Capital plus Special Projects for FY 2016-17
- c) Approval of the Return of Student Fees for Operations
- d) Approval of the Return of Student Fees for Capital and Special Projects

Sameer Saran moved to approve Capital plus Special Projects for FY 2016-17, Return ofStudent Fees for Operations, and the Return of Student Fees for Capital and SpecialProjects as presented.Denice Serna seconded the motion.VOTE ON THE MOTION:8-0-0MOTION PASSED.

B. Audit Committee

1. Engagement Letter for FY 2015-16 Financial Audit

Michael Daniels informed the Board Members that the Audit Committee approved the Engagement Letter they were presented for the FY 2015-16 Financial Audit.

2. Review of Change in the Audit Committee Charter

ACTION ITEM: Approval of Change in the Audit Committee CharterMichael Daniels informed the Board that the Audit Committee recommends approving the
change to the membership of the Audit Committee to read one (1) student member and one
(1) voting member constitute a quorum in order to conduct business more efficiently.Rose Lee moved to approve the Change in the Audit Committee Charter as presented.
Emily Wughalter seconded the motion.
VOTE ON THE MOTION:8-0-0MOTION PASSED.

C. Personnel Committee

1. Review of Amendments to SUSJSU403B Plan

ACTION ITEM: Approval of Amendments to SUSJSU403B Plan Inderpal Kaur informed the Board that the Personnel Committee met and were presented and reviewed the requested amendments to the SUSJSU 403B Plan. Ms. Kaur noted that the main amendment is requested due to the Student Union subsuming the Associated Students Campus Recreation staff. Ms. Wughalter asked if this is a one-time change. Ms. Busalacchi noted that this is a one-time change and not reoccurring.

Laura-Sullivan Green moved to approve the Amendments to SUSJSU 403B Plan as presented.

Sameer Saran seconded the motion. VOTE ON THE MOTION:

8-0-0

MOTION PASSED.

2. Introductions of Student-at-Large Appointments

ACTION ITEM: Approval of Student-at-Large Appointments Inderpal Kaur noted that the Personnel Committee would like to introduce Jared Garcia, a prospective Student-at-Large candidate. Ms. Kaur asked Mr. Garcia to give a brief introduction of himself. Mr. Garcia introduced himself and explained why he would like to be on the Student Union Board of Directors.

Loo Loo Amante arrived.

Loo Loo Amante moved to approve Jared Garcia as a Student-at-Large representative for the 2016-2017 Academic Year. Laura Sullivan-Green seconded the motion. VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

Michael Daniels asked for any other business to discuss. Seeing no other business to discuss, Michael Daniels asked for any objections to move the meeting to closed session. Seeing no objections, **Michael Daniels noted that the meeting was is Closed Session by unanimous consensus.**

CLOSED SESSION ACTION ITEMS

Review and Approval of the Executive Director's Annual Performance Review (Closed Session) Mr. Daniels reported that the Board Members were presented with the Executive Director's Annual Performance Review. Mr. Daniels noted that the Board Members discussed the review.

Mr. Daniels reported that LooLoo Amante moved to approve the Executive Director's Annual Performance Evaluation as presented.

Mr. Sameer Saran seconded the motion.

VOTE ON THE MOTION:9-0-0MOTION PASSED.

Michael Daniels asked for any other business to discuss. Seeing no other business to discuss, Michael Daniels asked for a motion to move back to regular session. Seeing no objections, **Michael Daniels noted that the meeting was in regular session by unanimous consensus.**

MEETING ADJOURNMENT

Michael Daniels asked for any other business to discuss. Seeing no other business, Michael Daniels asked for any objections to adjourn the May 10, 2016 Student Union Board of Directors Meeting. Seeing no objections, Mr. Daniels noted that **the May 10, 2016 Student Union Board of Directors Meeting adjourned at 4:58pm by unanimous consensus.**