

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

For the meeting of: September 20, 2016

4:00 pm in Student Union Meeting Room 5

Sonja Daniels, Charlie Faas, Jared Garcia, Rose Lee, Hector **Voting Members Present:**

Perea, Sameer Saran, Emily Wughalter, Ellen Middaugh

Non-Voting Member Present: Cathy Busalacchi

Denice Serna **Voting Members Absent:**

Guests Present: Eve Allums, Joseph Sandoval-Rios, Amy Guerra-Smith, Kristin

Kelly, Kim Hagens, Connie Guan

I. Call to Order

Sameer Saran chaired the September 20, 2016 Student Union Board of Directors Meeting. Sameer Saran called the September 20, 2016 Student Union Board of Directors meeting to order at 4:01pm in Meeting Room 5.

II. Roll Call

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

III. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 20, 2016

Sameer Saran asked for any changes needed for the September 20, 2016 Student Union Board of Directors Meeting Agenda. Cathy Busalacchi requested to add a closed session information item after the Annual Housekeeping items titled Personnel Matter. Sameer Saran asked for a motion to approve the agenda with the requested change. Emily Wughalter moved to approve the September 20, 2016 Student Union Board of Directors Meeting Agenda with the requested change.

Ellen Middaugh seconded the motion.

MOTION PASSED **VOTE ON THE MOTION:** 6 - 0 - 0

IV. APPROVAL OF MAY 10, 2016 BOARD MEETING MINUTES

Sameer Saran asked for any changes needed for the May 10, 2016 Student Union Board of Directors Meeting Minutes. Seeing no changes needed to the May 10, 2016 Student Union Board of Directors Meeting Minutes, Sameer Saran asked for a motion to approve the May 10, 2016 Student Union Board of Directors Meeting Minutes as presented.

Emily Wughalter moved to approve the May 10, 2016 Student Union Board of Directors Meeting Minutes as presented.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 6 - 0 - 0MOTION PASSED

V. APPROVAL OF JULY 28, 2016 EXECUTIVE COMMITTEE MEETING MINUTES

Sameer Saran asked for any changes needed for the <u>July 28, 2016 Student Union Board of Directors Executive Committee Meeting Minutes</u>. Seeing no changes needed to the July 28, 2016 Student Union Board of Directors Executive Committee Meeting Minutes, Sameer Saran asked for a motion to approve the July 28, 2016 Student Union Board of Directors Executive Committee Meeting Minutes as presented.

Emily Wughalter moved to approve the May 10, 2016 Student Union Board of Directors Meeting Minutes as presented.

Jared Garcia seconded the motion.

VOTE ON THE MOTION: 6-0-0 **MOTION PASSED**

VI. Public Forum

No one was present for public forum.

VII. Executive Director's Report

Cathy Busalacchi gave the Board members a few highlights of what the departments have been doing. Ms. Busalacchi noted that Student Union negotiated with IATSE (International Alliance of Theatrical Stage Employees) for the Hammer Theater on behalf of the University. The reason for this is because the University cannot negotiate labor contracts with other labor unions, and since the Student Union already has an agreement with IATSE, the Student Union added an addendum to the existing contract and was able to get better union rates. Additionally, when student employees are working at the theater, those students will get hours that will apply to their union card with IATSE.

Cathy Busalacchi also noted the Student Union worked with the University and Associated Students for the Second Harvest Food Bank event for students. Due to insurance requirements, the need for a not-for-profit auxiliary to hold the contract, and because the event was going to be housed in in the Event Center, it was more efficient that the Student Union hold the contract with Second Harvest Food bank. The first food pantry event is on Monday, Oct 10th.

Cathy Busalacchi indicated The Student Union worked with Student Affairs to obtain tickets for an upcoming SJSU Sharks night for SJSU students. The tickets can be purchased through the Student Union Box Office.

Ms. Busalacchi noted that the Student Union handed out over 3,000 t-shirts in an hour and 15 minutes and handed out over 3,500 passports. The Student Union estimates that there were over 5,000 students who went through the Student Union building between 11:00am and 2:00pm that day. Cathy Busalacchi noted that evening the Student Union held a concert where there were over 3,600 students in attendance and the concert was very successful. Cathy Busalacchi explained that in order to obtain LEED Gold certification, the student union needs to provide public LEED Education on the building. Cathy noted that the student Union has that continuously displayed on the LED television screens in the dining area in the student union East, as well as a brochure. The Student Union is working with the welcome center to have the LEED information be included in the campus tours.

Ms. Busalacchi commented that Student Union is installing TVs in the Starbucks lounge area. Cathy Busalacchi indicated that Student Union did a review of the 403(b) Plan with Larry Van Steenhuyse from UBS. Mr. Van Steenhuyse recommended that the Student Union drop funds called legacy funds. The legacy funds were the initial funds when the Student Union joined UBS. Ms. Busalacchi explained that because the Student Union is now over the \$5 million dollars invested with UBS, this gives the Student Union more access to different funds. 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.

VIII. Agenda Items

1. Review and Approval of June 30, 2016 YE Audited Financials

Kim Hagens noted that there were two grammatical errors but these two changes will not affect the Student Union's net position number listed. Rose Lee noted that the Auditors noted that they did not find any material findings or concerns. Kris Kelly noted that page 11 is a snap shot of the operating revenues and expenses. Ms. Kelly noted that operating revenues increased by \$4 million dollars and this is made up of \$2 million additional needed for operations and the \$2.1 million needed for special projects. Ms. Kelly also noted that the utilities were up over \$200,000 because of the larger facility now in operations. Ms. Kelly noted that the largest change is the depreciation which increased by \$500,000 over the year prior to one million dollars due primarily to the Aquatic Center which had major projects with estimated useful life listed on the books when it was shut down. Cathy Busalacchi also noted that there was one matter having to do with the capital projects. Kris Kelly explained that this was to do with listing revenues in deferred student fees account when it should have been listed as income per GASB requirements. Ms. Busalacchi noted that this revenue will drop into the Local Reserves. Sameer Saran asked for a motion to approve the June 30, 2016 YE Audited Financials as presented.

Charlie Faas moved to approve the June 30, 2016 YE Audited Financials as presented.

Rose Lee seconded the motion.

VOTE ON THE MOTION: 8-0-0 **MOTION PASSED**

2. Approval of the Student Union Board of Directors Chair and Vice-Chair for the 2016-2017 Academic Year

Hector Perea nominated Sameer Saran for Student Union Board of Directors Chair position. Sameer Saran accepted the nomination for Student Union Board of Directors Chair.

Jared Garcia was nominated for the Student Union Board of Directors Vice-Chair position. Jared Garcia accepted the nomination for Student Union Board of Directors Vice-Chair.

Sameer Saran asked for a motion to approve the nominations for himself for Student Union Board of Director Chair and Jared Garcia for the Student Union Board of Directors Vice-Chair

Hector Perea moved to approve the nominations of Sameer Saran for Student Union Board of Director Chair and Jared Garcia for the Student Union Board of Directors Vice-Chair.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 8-0-0 **MOTION PASSED**

3. Approval of Recommendation of Student-at-Large Position(s)

Sameer Saran introduced Joseph Sandoval-Rios. Joseph Sandoval-Rios gave the Board members a brief introduction of himself and noted that he is a third year communications major.

Sameer Saran asked for a motion to approve the recommendation of Joseph Sandoval-Rios as a Student-at-Large representative.

Jared Garcia moved to approve the recommendation of Joseph Sandoval-Rios as a Student-at-Large representative of the Student Union Board of Directors.

Rose Lee seconded the motion.

VOTE ON THE MOTION: 8-0-0 **MOTION PASSED**

Cathy Busalacchi introduced Eve Allums to the Board members. Cathy Busalacchi noted that Eve Allums is a Salzburg Scholar. Ms. Busalacchi explained that the Student Union sponsors one student to be a Salzburg Scholar student and the program selects one student to be a student-at-large representative on the Student Union Board of Directors. Ellen Middaugh moved to approve Eve Allums as a student-at-large representative.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 8-0-0 **MOTION PASSED**

4. Changes to the SUSJSU 403(b) Plan

Informational report was given during the Executive Director's Report above.

IX. Annual Housekeeping

1. 2016-2017 AY Meeting Schedule

Amy Guerra-Smith noted that the Student Union Board of Directors meeting schedule was emailed to everyone but that she also had paper copies if anyone preferred a paper copy.

2. Non-Conflict of Interest Statements

Ms. Guerra-Smith noted that each Board Member has a blank copy of the Non-Conflict of Interest form and asked all present to read and sign the form and return to her before they leave the meeting.

3. Board Roster Information

Amy Guerra-Smith asked that continuing members please submit any changed contact information for the Board Roster.

4. SUBOD Sub-Committee Sign Ups

Ms. Guerra-Smith noted that as of this date, there were only two people who had not signed up for a sub-committee. Ms. Guerra-Smith noted that she would talk to those people offline. Ms. Busalacchi explained that the Student Union asks each Board Member to be on at least one sub-committee.

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

Rose Lee motioned to move the meeting into closed session.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

X. Closed Session Items

Personnel Matter – Closed Session Information Item
 Cathy Busalacchi reported to Amy Guerra-Smith that she informed the Board members about a Personnel Matter.

Sameer Saran asked for any other business to discuss during closed session. Seeing no other business to discuss, Sameer Saran asked for any objections to return the meeting to regular session. Seeing no objections, Sameer Saran noted that the meeting was in regular session by unanimous consensus.

XI. Meeting Adjournment

Sameer Saran asked for any other business to discuss. Seeing no other business to discuss, Sameer Saran asked for any objections to adjourn the September 20, 2016 Student Union Board of Directors meeting at 4:55pm. Seeing no objections, Sameer Saran noted that the September 20, 2016 Student Union Board of Directors meeting adjourned at 4:55pm by unanimous consensus.