



**STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES
September 23, 2014 at 4:00PM in the Faculty & Staff Dining Room**

Members Present: Renee Terry Barnett, Gary Daniels, Erika Jackson, Andrew Johnson, Joey Ruth, Laura Sullivan-Green, Emily Wughalter, Adriane Bates, TK Yilma, Milton Solorzano

Non-Voting Member Present: Cathy Busalacchi

Members Absent: Josee Larochelle

Guests in Attendance: Amy Guerra-Smith, Kristin Kelly, Kim Hagens, Jerry Darrell, Dominic Ackerman, Caryn Collopy, Matt Giorgio of McGladrey

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CALL TO ORDER

Andrew Johnson facilitated the September 23, 2014 Student Union Board of Directors Meeting. Andrew Johnson called the September 23, 2014 Student Union Board of Directors Meeting to order at 4:04pm in the Student Union Faculty & Staff Dining Room.

ROLL CALL

Andrew Johnson 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 SEPTEMBER 23, 2014

Andrew Johnson asked for any changes needed to the September 23, 2014 Agenda. Seeing no changes needed, Andrew Johnson noted that the **September 23, 2014 Agenda was approved as presented by unanimous consensus.**

APPROVAL OF MAY 13, 2014 BOARD MEETING MINUTES

Andrew Johnson asked for any changes needed to the May 13, 2014 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Andrew Johnson noted that the **May 13, 2014 Student Union Board of Directors Meeting Minutes was approved as presented by unanimous consensus.**

PUBLIC FORUM

No one was present for the public forum.

EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi gave the Board members some highlights from the Executive Director's Report that was emailed to the Board members. Ms. Busalacchi noted that the Student Union building was nominated and a finalist for the Silicon Valley Business Journal's Structures 2014 Awards in the Public Use/Civic Project category. There is a dinner on Thursday, September 25th at the Fairmont San Jose.

Ms. Busalacchi noted that since the new East and West Student Union opened usage has been very high. Spartan Shops is doing very well and has received a lot of positive feedback on the new food choices available. Ms. Busalacchi commented that the Student Union is still working through some building issues as they arise but overall operations are fairly smooth.

Ms. Busalacchi noted that the Event Center had a very busy summer. There were a lot of events that had discounted student tickets available.

The Event Center Audio/Visual Crew continues to be busy supporting events across campus and at South Campus as well.

Ms. Busalacchi invited Dominic Ackerman to give the Board members highlights of Club Sports programs.

Mr. Ackerman noted that the summer for Club Sports is pretty slow but we use that time to prepare for the coming academic year. Mr. Ackerman gave updates on several different club sport organizations including that the Competitive Dance team took first place. Mr. Ackerman noted that the Club Sports program is putting in place a governing board consisting of a president, vice-president, controller and treasurer.

ACTION ITEMS:

1. Review and Approval of June 30, 2014 YE Audited Financials (by Matt Giorgio – Time Certain 4:15pm)

Matt Giorgio of McGladrey introduced himself. He gave the Board members some highlights of the audit. Mr. Giorgio noted that McGladrey anticipates issuing an “unqualified opinion” which is the best and means there were no financial discrepancies. Matt Giorgio gave the Board Members a more detailed explanation of each page in the printed “Draft” version noting that the Audit Committee received a much more detailed report. Mr. Giorgio noted that although the document is in draft form, McGladrey does not anticipate making any substantial changes to the numbers. Ms. Kristin Kelly noted that the final bound audit reports will arrive in a week or so.

Andrew Johnson asked for a motion to approve the June 30, 2014 YE Audited Financials as presented.

Erika Jackson moved to approve the June 30, 2014 YE Audited Financials as presented.

Emily Wughalter seconded.

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

2. Introduction and Approval of Student-at-Large Appointment to SUBOD

Joey Ruth informed the Board Members that the Personnel Committee reviewed the qualifications for three potential student-at-large representatives. Mr. Ruth noted that the Personnel Committee recommends the Board approve the three recommendations of Adriane Bates, Milton Solorzano, and TK Yilma.

Andrew Johnson asked for a motion to approve the Personnel Committee recommendation of Adriane Bates, Milton Solorzano, and TK Yilma as student-at-large representatives.

Joey Ruth moved to approve the Personnel Committee recommendation of Adriane Bates, Milton Solorzano, and TK Yilma as student-at-large representatives.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

3. Appointment of SUBOD Chair & Vice-Chair

Andrew Johnson asked for nominations for the Chair and Vice-Chair for the 2014-15 Academic Year. Andrew Johnson was nominated as Chair. Andrew Johnson accepted the nomination of Chair. Joey Ruth was nominated as Vice-Chair. Joey Ruth accepted the nomination as Vice-Chair.

Andrew Johnson asked for any objections to approve the recommendations of himself as Chair and Joey Ruth as Vice-Chair for the 2014-15 Academic Year. Seeing no objections,

Andrew Johnson noted the recommendation to approve himself as Chair and Joey Ruth as Vice-Chair for the 2014-15 Academic Year was approved by unanimous consensus.

4. Presentation of Fusion Software (Sport Club Management System) and Approval of Allocating \$25,000 from Local Reserves

Caryn Collopy, Recreation Facility Manager, addressed the Board with a request to update the Sport Club and Aquatic Center contact software with the Fusion Software. Ms. Collopy noted that the existing software was developed many years ago and is not as efficient. Ms. Collopy noted that there is a fee of \$25,000 for this product. Renee Barnett Terry asked what would be the funding source for this project. Ms. Collopy noted that this project would be funded through the Local Reserves, from the unallocated Board projects. Ms. Jackson asked if this was a one-time cost or if there are any additional costs? Ms. Collopy noted that there is a one-time fee of \$25,000 and a 5-year commitment of \$20,800 per year after that. Ms. Collopy also stated that these fees allow for an all-inclusive package and maintenance.

Andrew Johnson asked for a motion to approve the allocation of \$25,000 from Local Reserves for the Fusion Software plus \$20,800 per year for five years.

Erika Jackson moved to approve the allocation of \$25,000 from Local Reserves for the Fusion Software plus \$20,800 per year for five years.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 6-0-1

MOTION PASSED.

5. Discussion and Approval of Irving Norman Collection

Cathy Busalacchi gave the Board Members some background information regarding the Irving Norman collection. Ms. Busalacchi noted that a gallery in New York has offered \$50,000 for the collection. After consideration and appraisal and speaking with the Norman family, it was recommended that the Student Union, Inc. sell the collection to the New York gallery. Cathy Busalacchi commented that the money from this sale will go towards the purchasing of new art pieces for the new Student Union building.

Andrew Johnson asked for a motion to approve the selling of the Irving Norman collection for \$50,000 to the Michael Rosenfeld Gallery.

Emily Wughalter moved to approve the selling of the Irving Norman collection for \$50,000 to the Michael Rosenfeld Gallery.

Milton Solorzano seconded the motion.

VOTE ON THE MOTION: UNANIMOUS

MOTION PASSED.

INFORMATION ITEMS:

1. Current Authorized Signers on Corporate Bank Accounts

Kristin Kelly noted that the Student Union needs to inform the Board annually of who the signers are on the Corporate Bank Accounts. Kristin Kelly noted that the authorized signers for the Corporate Bank Accounts are Cathy Busalacchi, Terry Gregory and herself.

2. Co-Signers for Executive Director's Expenditures

Kristin Kelly noted that according to the policy the Finance Committee Chair and/or the Chair of the Board are the co-signers for all the Executive Director's expenditures as well as the Vice President for Student Affairs who signs off on the Executive Director's personal reimbursements and any travel expenses.

ANNUAL HOUSEKEEPING

1. Conflict of Interest Statements

The Board Members were asked to sign the Statement of Non-Conflict of Interest form included in the meeting materials. Cathy Busalacchi explained why Board members are asked to sign these Statements of Non-Conflict of Interest.

2. Board Roster Information

Kristin Kelly asked the Board Members to review the information that was provided and confirm the information listed was accurate or indicate any changes.

3. Committee Sign-Ups

Kristin Kelly distributed to all the Board Members the committee sign-up sheet and asked the Board Members to sign up for at least one committee. Cathy Busalacchi went over the responsibilities for each committee.

4. Board Meeting Dates for FY 2014-2015

Kristin Kelly indicated to the Board Members that included in their meeting materials was a copy of the Board Meeting Dates for the 2014-2015 year.

MEETING ADJOURNMENT

The September 23, 2014 Student Union Board of Directors Meeting was adjourned at 5:25pm by unanimous consensus.