

**STUDENT UNION, INC. OF SJSU BOARD OF DIRECTORS MEETING MINUTES  
October 28, 2014 at 4:00pm in the Faculty/Staff Dining Room**

**ANNUAL BOARD MEETING**

**Members Present:** Renee Terry Barnett, Adriane Bates, Gary Daniels, Joey Ruth, Milton Solorzano, Laura Sullivan-Green, Emily Wughalter  
**Members Absent:** Andrew Johnson, Josee Larochelle, TK Yilma  
**Non-Voting Member:** Cathy Busalacchi  
**Guests:** Kristin Kelly, Terry Gregory, Kim Hagens, Jerry Darrell, Amy Guerra-Smith

**CALL TO ORDER**

In the absence of the Board Chair, Andrew Johnson, Joey Ruth chaired the October 28, 2014 Student Union, Inc. Board of Directors Meeting.

Joey Ruth **called the October 28, 2014 Board of Directors Meeting to order at 4:18pm** in the Student Union Faculty/Staff Dining Room.

**ROLL CALL**

Joey Ruth 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 OCTOBER 28, 2014**

Joey Ruth asked for any changes needed to the October 28, 2014 Student Union, Inc. Board of Directors Meeting Agenda. Seeing no changes needed, Joey Ruth noted that the **October 28, 2014 Agenda was approved as presented by unanimous consensus.**

**APPROVAL OF SEPTEMBER 23, 2014 MEETING MINUTES**

Joey Ruth asked for any changes needed to the September 23, 2014 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Joey Ruth noted that the **September 23, 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 noted that the Student Union has installed one microwave which is located in the Student Union West dining area near the Information Desk. Ms. Busalacchi commented that the Student Union has purchased two commercial grade microwaves and are waiting for them to be delivered. Ms. Busalacchi also commented that the Student Union will also need to determine where to put the microwaves because each microwave needs to have its own dedicated circuit and so that there is no traffic congestion. Gary Daniels commented that he is concerned that there is only one microwave. Cathy Busalacchi commented that for now there is one to see what the usage patterns are.

Cathy Busalacchi noted that the number of concerts has increased significantly and there are another five concerts by the end of the year. Ms. Busalacchi noted that there is a significant increase in cultural shows.

#### **INFORMATION ITEMS:**

##### **1. Presentation of Annual Report for FY 2013-2014**

Cathy Busalacchi indicated that the Student Union Annual Report has been distributed to each Board member. Ms. Busalacchi noted that the report exemplifies what the Student Union has done over the past year. Cathy also commented that this year's report focuses on the Student Union's core functions, the partnerships across campus as well as the various groups of people the Student Union serves. Cathy encouraged the Board members to take a few minutes to read the report.

##### **2. Distribution of Final Bound Audited Financials for YE 2014**

Cathy Busalacchi indicated that the Board approved the Audited Financials for YE 2014 at the September 23, 2014 Board of Directors meeting and management is distributing the approved bound report. Renee Barnett Terry asked who gets a copy of this Audited Financials report? Cathy Busalacchi noted that the President, other departments and staff get a copy of the report. Kristin Kelly also commented that sometimes the Student Union will get requests from the bank for a copy.

#### **COMMITTEE REPORTS:**

##### **1. Audit Committee – No report**

##### **2. Facilities & Programs Committee**

###### **a. Student Union Expansion & Renovation Project Update**

Jerry Darrell gave the Board members a brief update on the Student Union Expansion and Renovation project. Jerry Darrell noted that the demolition of the original Student Union building is going smooth and looks to be on time.

Cathy Busalacchi noted that she, Terry Gregory, and Jerry Darrell did a walk through. Renee Barnett Terry asked if it was possible to get pictures of what it looks like and then what it supposed to look like.

###### **b. Aquatic & Recreation Center Update**

Cathy Busalacchi noted that the Student Union Management met with the architect and Facilities department. Cathy Busalacchi noted that a small survey will be sent out to students to find out what they want.

###### **c. Revised Table Space Reservations Policies**

Terry Gregory noted that the Facilities and Programs Committee was presented with a copy of this policy which was designed in collaboration with Facilities Development and Operations to try to get all tabling moved to 7<sup>th</sup> Street. Over the winter break, FD & O will install numbers along 7<sup>th</sup> Street Plaza so that those spaces will become reservable. Terry Gregory noted that this policy will be for all departments and student groups. One major component that will change is the food fundraisers. The Student Union has allowed student groups to do food fundraisers but due to health concerns from Spartan Shops and the Health Inspector food fundraisers will be limited to pre-packaged or baked goods only. Terry Gregory opened the conversations to the Board Members. The Board members discussed the concerns of this policy. The concerns voiced included the limiting student groups where the student groups can and cannot table because that

takes away from recruitment of specific student groups. Renee Barnett Terry asked how the Board members can give feedback on the policy prior to it going out to the student groups. Cathy Busalacchi noted that we will send it to the student group leaders and ask for feedback. Gary Daniels inquired if there was any way to regulate it so that there can be an expansion on the kind of food?

**3. Finance Committee – no report**

**4. Personnel Committee**

The Personnel Committee did not meet but the Student Union management is putting an advertisement in the Spartan Daily to recruit students for upcoming vacant student-at-large positions.

**ACTION ITEMS:**

**1. Discussion and Approval of Purchasing Umbrellas for Student Union Patio Area(s) \$13,000.00**

Cathy Busalacchi noted that the Student Union needed to order more umbrellas so that each table will have an umbrella. Cathy Busalacchi noted that the cost of the umbrellas is estimated at \$13,000.00 and will come out of Local Reserves.

Joey Ruth asked for a motion to approve the purchasing of Umbrellas for Student Union Patio Area(s) for \$13,000.00.

**Gary Daniels moved to approve the purchasing of Umbrellas for Student Union Patio Area(s) for \$13,000.00.**

**Renee Barnett Terry seconded the motion.**

**VOTE ON THE MOTION: UNANIMOUS**

**MOTION PASSED.**

**2. Discussion and Approval of Funding Recreation Expansion Expenses from Local Reserves \$15,000.00**

Cathy Busalacchi explained that this request is to assist the need to provide the advisory committee a trip to Southern California to visit other campuses recreation facilities. Ms. Busalacchi noted that this request will come out of the Local Reserves. Milton Solorzano asked if there is any consideration to visit campuses outside of California? Cathy Busalacchi noted that having the advisory committee travel out of state will be considered.

Joey Ruth asked for a motion to approve the Funding Recreation Expansion Expenses from Local Reserves \$15,000.00.

**Emily Wughalter moved to approve the Funding Recreation Expansion Expenses from Local Reserves \$15,000.00 as presented.**

**Milton Solorzano seconded the motion.**

**VOTE ON THE MOTION: UNANIMOUS**

**MOTION PASSED.**

**3. Discussion of Updated Student Union Bowling Center Pinsetter and Score Keeping System Updated Quote**

Terry Gregory noted that he is still waiting for the updated quote to be submitted so at this time there is no approval from the Board needed. Mr. Gregory noted that the Board approved to allocate \$400,000.00 to the updating of the Student Union Bowling Center Pinsetter and Score Keeping System in February 2012. However due to the span of time since the approval and the installation, the cost has increased about \$75,000.00. Mr. Gregory noted that he hopes to have a finalized number by the December Board meeting.

**4. Discussion and Approval of Employer Medical Premium Contributions for 2014 and CALPERS Resolutions**

Cathy Busalacchi noted that the Employer Medical Premium Contributions for 2014 is approved by the Board annually. Ms. Busalacchi explained the employer and employee contributions. Cathy Busalacchi noted that the Student Union Employer Medical Premium Contributions are comparable to the State.

**Joey Ruth asked for a motion to approve the Employer Medical Premium Contributions for 2014 and CALPERS Resolutions.**

**Emily Wughalter moved to approve the 2014 CALPERS Resolutions for Employer Medical Contributions for Agency 1327 and Agency 7417.**

**Milton Solorzano seconded the motion.**

**VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.**

**5. Discussion and Approval of Revised UBS Corporate Resolutions**

Cathy Busalacchi reported to the Board members the updated UBS Corporate Resolutions revision due to a change in the Board chair for 2014-2015. Ms. Busalacchi informed the Board members that management recommends approving the UBS Corporate Resolutions revision. Kristin Kelly informed the Board members that UBS Financial Services organization monitors all of the Student Union's investments. The UBS Corporate Resolutions requires the authorized signatures of the Chair of the Board, the CEO and the CFO. Currently the individuals in those positions are Andrew Johnson, Cathy Busalacchi and Kristin Kelly respectively. Ms. Kelly noted that the only change to the document has been the updating of the Board Chair.

**Joey Ruth asked for a motion to approve the Revised UBS Corporate Resolutions as presented.**

**Milton Solorzano moved to approve the Revised UBS Corporate Resolutions as presented.**

**Gary Daniels seconded the motion.**

**VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.**

**6. Approval of Recommendation of Facilities & Programs Committee Chair and Vice Chair**

Emily Wughalter noted that the committee tabled this item so there is no action needed at this time.

**MEETING ADJOURNMENT**

Joey Ruth asked for any other business to discuss. Seeing no other business to discuss, Joey Ruth asked for any objections to adjourn the October 28, 2014 Student Union, Inc. Board of Directors Meeting at 5:05pm. Seeing no objections, Joey Ruth noted that the **October 28, 2014 Student Union, Inc. Board of Directors Meeting at 5:05pm by unanimous consensus.**