

**STUDENT UNION BOARD OF DIRECTORS  
MEETING MINUTES**

**For the Meeting of:** December 9, 2014 at 4:00p.m. in the Student Union

**Members Present:** Renee Barnett Terry, Adriane Bates, Gary Daniels, Josee Larochelle, Joey Ruth, Milton Solorzano, Laura Sullivan-Green, Emily Wughalter, TK Yilma

**Non-Voting Member Present:** Cathy Busalacchi

**Members Absent:** Andrew Johnson

**Guests in Attendance:** Amy Guerra-Smith, Terry Gregory, Kristin Kelly, Kim Hagens

**CALL TO ORDER**

Joey Ruth called the December 9, 2014 Student Union Board of Directors meeting to order at 4:08pm in the Faculty and Staff Dining Room in the Student Union building.

**ROLL CALL**

Joey Ruth asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she did a visual roll call.

**APPROVAL OF MEETING AGENDA FOR DECEMBER 9, 2014**

Joey Ruth asked for any changes needed to the December 9, 2014 Student Union Board of Directors Meeting agenda. Seeing no changes to the agenda, Joey Ruth noted that the **December 9, 2014 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus.**

**APPROVAL OF OCTOBER 28, 2014 ANNUAL MEETING MINUTES**

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

**PUBLIC FORUM**

No one was present for public forum.

**EXECUTIVE DIRECTOR'S REPORT**

Cathy Busalacchi noted that FD&O held an open forum and conducted a survey polling the students' wishes in regards to the types of activities/recreation in the new Student Recreation Center. Cathy Busalacchi noted there were about 100 students in attendance at the forum who clearly voiced their opinions and what they wanted. Cathy Busalacchi noted that construction is targeted to begin in Fall 2016 and to be completed by Fall 2018.

*TK Yilma arrived.*

Cathy Busalacchi commented that the Student Union is working with Josee Larochelle and meeting with Procurement to create a Request for Proposal on finishing architecture in the new

Student Union. Ms. Busalacchi also noted that lighting on the Patio is being installed because the patio space is very dark at night. Ms. Busalacchi also noted that the Student Union, Inc. is working on completing a contract with US Bank.

Cathy Busalacchi announced that Morris Daily Auditorium is shut down for the remainder of the semester due to the space being structurally unsafe. The Student Union building and the Event Center were able to accommodate classes, graduations and other events that were scheduled in Morris Daily Auditorium. Ms. Busalacchi noted that the Student Union and the Event Center are also looking into being able to accommodate classes and events for the Spring 2015 semester should there be a need.

Cathy Busalacchi noted that TK Yilma is graduating in a couple of days and has expressed interest in being the community representative on the Board. Cathy Busalacchi also noted that TK is working on a media visual arts program titled, "The Other Face" campaign and would like to bring the program proposal to the Board in February if the Board would like to see more about the campaign.

#### **INFORMATION ITEMS:**

##### **1. Capital Projects Updates**

Terry Gregory noted that construction on the renovation of the old Student Union section is making progress. He added that the construction company claims that the project is on schedule and indicated that they forecast that the project will be completed by mid-August 2015.

#### **COMMITTEE REPORTS:**

##### **1. Audit Committee – None**

##### **2. Facilities & Programs Committee – None**

##### **3. Personnel Committee**

###### **a. Student Union, Inc. Executive Director Returning Full-Time**

Cathy Busalacchi informed the Board members that she made a decision to step down from the Associate Vice President of Campus Life position effective January 1, 2015. Ms. Busalacchi noted that she will return to the Executive Director position full-time and noted that her salary will adjust to reflect this change.

##### **4. Finance Committee**

###### **a. Presentation of 1<sup>st</sup> Quarter Financials**

Kristin Kelly presented the Board with the 1<sup>st</sup> Quarter Financials for the Student Union, Inc. noting that staff is on target with expenses at 27% of the budgeted revenues. Ms. Kelly noted that most of the revenues are from the Event Center arena activity as well as from the student fees that the Student Union has received from the University.

Kristin Kelly also noted that the prior year fees were not received until late in the second quarter. The comparison of collection of student fees will be reflected on the next financial presentation.

Ms. Kelly also indicated that the Student Union staff are close to being on target with their expenses at 28.4%.

**b. Architectural Finishing**

Josee Larochelle noted that the Student Union will work with the University to create a scope of work and then put a call out for request for proposals for the architectural finishing for the Student Union facility.

**c. Committee Chair and Vice Chair**

Josee Larochelle noted that the Finance Committee elected and recommends that the Board approve herself as Chair and Adriane Bates as Vice-Chair of the Finance Committee for the 2014-15 Academic year.

**d. Student Union Bowling Center Pinsetter and Score Keeping System Updated Quote**

Josee Larochelle noted that the Student Union originally requested \$400,000.00 for the Bowling Center pinsetter and scoring system. Josee Larochelle noted that because of the lapse in time from when the request was first approved to the time it has taken to actually install, the price has increased. Josee Larochelle also noted that the Finance Committee approved and recommends that the Board the Student Union management have the flexibility to execute financial decisions without approval from the Finance Committee but to keep the Finance Committee and Board abreast of any financial decisions made.

**ACTION ITEMS**

**1. Approval of Additional Funds from Local Reserves for Student Union Bowling Center Pinsetter and Score Keeping System Updated Quote**

Josee Larochelle addressed the Board with the background history of the previously approved amount of \$400,000 to remove the old pinsetters and install a new score keeping system. Ms. Larochelle noted that since the Board has already approved the \$400,000, the quote has increased by \$74,078. Ms. Larochelle noted that the Finance Committee is asking the Board to approve the updated quote at the December 9th meeting so that work can begin in January 2015. Ms. Larochelle noted that the \$74,078 will come from the Local Reserves.

Joey Ruth asked for a motion to approve the Additional Funds from Local Reserves for the Student Union Bowling Center Pinsetter and Score Keeping System Updated Quote.

**Josee Larochelle moved to approved additional funds needed for pinsetters from Local Reserves and any additional expenditure should be noted as information items.**

**Milton Solorzano seconded the motion.**

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

**2. Approval of Finance Committee Recommendation of Chair and Vice-Chair**

Josee Larochelle noted that the Finance Committee recommends the Board approve Josee Larochelle as Chair and Adriane Bates as Vice-Chair of the Finance Committee for the 2014-2015 Academic Year.

Joey Ruth asked for a motion to approve the Finance Committee recommendation to approve Josee Larochelle as Chair and Adriane Bates as Vice-Chair of the Finance Committee for the 2014-2015 Academic Year.

**Emily Wughalter moved to approve Josee Larochelle as Chair and Adriane Bates as Vice-Chair of the Finance Committee for the 2014-2015 Academic Year.**

**Renee Barnett Terry seconded the motion.**

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

**3. Approval of Student-at-Large Appointments**

Cathy Busalacchi noted that the students are not here to be interviewed and asked that this item be tabled until the next meeting.

Joey Ruth asked for any objections to approve the tabling of the Approval of Student-at-Large Appointments until the February 2015 meeting. Seeing no objections, Joey Ruth noted that the **Approval of Student-at-Large Appointments is tabled until the February 2015 meeting by unanimous consensus.**

**MEETING ADJOURNMENT**

Joey Ruth asked for any other business to discuss.

Cathy Busalacchi thanked all the Board members for their time. Cathy Busalacchi congratulated the students who were graduating and wished everyone a happy and safe holiday.

Seeing no other business to conduct, Joey Ruth noted that the **December 9, 2014 Student Union Board of Directors meeting was adjourned at 4:47pm by unanimous consensus.**