

STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES

For the Meeting of: February 24, 2015 at 4:00p.m. in the Student Union
Members Present: Renee Barnett Terry, Adriane Bates, Josee Larochele,
Laura Sullivan-Green, Emily Wughalter, Rose Lee,
Aaron Miller
Non-Voting Member Present: Cathy Busalacchi
Members Absent: Joey Ruth
Guests in Attendance: Amy Guerra-Smith, Terry Gregory, Kim Hagens, Inderpal
Kaur, Kamilah Lopez, Christian Timbol, Jerry Darrell, Scott
Bokker, Connie Guan, Caryn Collopy, Winston Adams,
Rebecca Baltazar

CALL TO ORDER

Emily Wughalter facilitated the February 24, 2015 Student Union Board of Directors Meeting. Emily Wughalter called the February 24, 2015 Student Union Board of Directors meeting to order at 4:01pm in the Faculty and Staff Dining Room in the Student Union building.

ROLL CALL

Emily Wughalter 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 FEBRUARY 24, 2015

Emily Wughalter asked for any changes needed to the February 24, 2015 Student Union Board of Directors Meeting agenda. Seeing no changes to the agenda, Emily Wughalter noted that the February 24, 2015 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus.

APPROVAL OF DECEMBER 9, 2014 MEETING MINUTES

Emily Wughalter asked for any changes needed to the December 9, 2014 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Emily Wughalter asked for a motion to approve the December 9, 2014 Student Union Board of Directors Meeting Minutes.

Renee Barnett Terry moved to approve the December 9, 2014 Student Union Board of Directors Meeting Minutes as presented.

Laura Sullivan-Green seconded the motion.

VOTE ON THE MOTION:

6-0-1

MOTION PASSED.

PUBLIC FORUM

No one was present for public forum.

EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi gave the Board Members the highlights from the Executive Director's report and explained that the Executive Director's Report is compiled from input from all the Student

Union departments. Ms. Busalacchi noted that the Student Union signed a lease agreement with US Bank to operate a full service bank in the new Student Union.

Ms. Busalacchi also noted that the Student Union is working with the Heritage Committee of the Academic Senate to procure some art renderings which will illustrate the history of the University. These renderings will be placed in the Faculty/Staff Dining Room in the Student Union West.

Cathy Busalacchi noted that the Event Center Arena is busy. To date the Arena has hosted 13 different concerts with 5 more by year end and more concerts confirming every day. Ms. Busalacchi also noted that the Event Center is now tracking student ticket sales and noted that student attendance is up.

Ms. Busalacchi announced that the Event Center will host the Malala Yousafzai Event on June 26th. President Qayoumi is very involved with this event and has asked Khaled Hosseini to facilitate the event with Malala Yousafzai.

Cathy Busalacchi encouraged the Board members to read the entire report when they have a few minutes and noted that at the end of the report is the Club Sports report and that the teams are doing very well.

COMMITTEE REPORTS:

1. **Audit Committee – No report.**
2. **Facilities & Programs Committee**

- a. **Arena Retractable Seating**

Scott Bokker informed the Board Members about the current status of the Event Center Arena retractable seating sections. Mr. Bokker noted that the 6 sections of retractable seating which is 9 rows deep and approximately 1300 seats are an obsolete system. When the seats malfunction or need repairs it is very difficult to get the correct parts as the system is over 25 years old. Another issue is that because the aisles going up and down are too narrow and it is not possible to install handrails.

Mr. Bokker noted that a vendor visited the Arena and assessed the space to replace these retractable seats with a newer system. The estimate includes an evaluation of the fixed seating as well as addressed the ADA specifications. The estimate came in at just over \$500,000 and will take approximately 3 to 4 weeks to install. Mr. Bokker noted that the same number of seats will be replaced as taken out. Cathy Busalacchi commented that the President's Office is now starting to get complaints from Basketball Boosters because they are not able to move up and down the aisles easily.

- b. **Update on Student Union Project**

Terry Gregory noted that the target completion date for the Student Union building is August 1, 2015. He noted, however, that there may be some delays due to the Bowling Center which was not included in the original project scope. Mr. Gregory noted that there may be some additional costs as well.

Mr. Gregory noted that the Student Union has procured two microwaves. One microwave is located near the Information Center. The second microwave will be located near the north side entrance near the ADA ramp.

c. **Update on Student Union Recreation Project presentation by Cathy Busalacchi**

Cathy Busalacchi addressed the Board with detailed list of programming design ideas for the Student Recreation Project. Cathy Busalacchi noted that the space will triple in size to approximately 116,000 square feet compared to the current 38,000 square feet. Cathy Busalacchi noted that the indoor running track will be on the roof and although it will not be regulation size, it will at least provide additional space for practices and drills. Ms. Busalacchi noted that the programming ideas came as a result of a student survey done in November. The survey asked the students how they wanted to prioritize the usage of the space. The Board discussed the pool footprint in detail as well. Cathy Busalacchi noted that there will be a regulation pool for swim meets, water polo matches and such and also a recreation pool. Ms. Busalacchi also noted that the Student Union will ask the board to approve funding for the renovation of the current sport club and for funding for additional staff as the staff personnel will need to increase to staff the two separate facilities.

3. **Personnel Committee – See Action Item #1**

4. **Finance Committee**

a. **City of San Jose Minimum Wage Increase Effective January 1, 2015**

Cathy Busalacchi noted that effective January 1, 2015 the minimum wage for the City of San Jose is now \$10.30 per hour and the Student Union will pay its minimum wage employees \$10.30 per hour.

b. **Presentation of 2nd Quarter Financials**

Kim Hagens presented the Board with the Student Union Second Quarter financials. Ms. Hagens went over the Statement of Net Position noting that the major difference between last year and this year is how the Student Union received the Student Fees. Last year the Student Union received the student fees in quarterly increments. Ms. Hagens also went over the Statement of Revenues and Expenses noting that the current projection for revenue is at 55%. Ms. Hagens also noted that it is difficult to forecast expenses because of the utilities billing which is currently being worked out. A question by Josee Larochelle inquired if Mr. Van Steenhuyse will be coming to one of our meetings to present on the investment portfolio. Kim Hagens noted that she will make sure Kristin Kelly gets that information and arrangements will be made.

ACTION ITEMS

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

Laura Sullivan-Green informed the Board that the Personnel Committee met and interviewed several students for the vacant student-at-large positions. Laura Sullivan-Green noted that the committee welcomed Inderpal Kaur who is replacing TK Yilma's seat. Laura Sullivan-Green also noted that the Personnel Committee also interviewed Kamilah Lopez and Christian Timbol for student-at-large positions. Emily Wughalter asked for a motion to approve the recommendation of Kamilah Lopez, Inderpal Kaur, and Christian Timbol as student-at-large positions.

Laura Sullivan-Green moved to approve the recommendation of Kamilah Lopez, Inderpal Kaur, and Christian Timbol as student-at-large positions.

Aaron Miller seconded the motion.

VOTE ON THE MOTION: 7-0-0 MOTION PASSED.

2. **Approval of Cell Phone Policy**

Cathy Busalacchi noted that the Student Union Management is requesting the Board approve the cell phone policy that is included in the meeting materials. Cathy Busalacchi noted that the policy is identical to the University's policy however the amount is a little different.

Emily Wughalter moved to approve the Cell Phone Policy as presented.

Adriane Bates seconded the motion.

VOTE ON THE MOTION: 7-0-0 MOTION PASSED.

MEETING ADJOURNMENT

Emily Wughalter asked for any other business to discuss. Seeing no other business to conduct, Emily Wughalter noted that the February 24, 2015 Student Union Board of Directors meeting was **adjourned at 4:53pm by unanimous consensus.**