

STUDENT UNION, INC. OF SJSU BOARD OF DIRECTORS  
MEETING MINUTES

For the meeting of: April 21, 2015 at 4:00p.m. in the Student Union Building

Members Present: Renee Barnett Terry, Adriane Bates, Aaron Miller, Rose Lee, Josee Larochele, Inderpal Kaur, Laura Sullivan-Green, Christian Timbol

Non-Voting Members Present: Cathy Busalacchi

Members Absent: Kami Lopez, Emily Wughalter

Guests: Amy Guerra-Smith, Terry Gregory, Kim Hagens, Connie Guan

**CALL TO ORDER**

Christian Timbol presided over the April 21, 2015 Board of Directors Meeting. Christian Timbol called the April 21, 2015 Board of Directors Meeting to order at 4:08pm in the Faculty/Staff Dining Room in the Student Union building.

**ROLL CALL**

Christian Timbol 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 APRIL 21, 2015**

Christian Timbol asked for any changes needed to the April 21, 2015 Student Union Board of Directors Meeting Agenda. Seeing no changes, Christian Timbol asked for any objections to approve the April 21, 2015 Student Union Board of Directors Meeting Agenda as presented. Seeing no objections, Christian Timbol noted that the **April 21, 2015 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus.**

**APPROVAL OF FEBRUARY 24, 2015 MEETING MINUTES**

Christian Timbol asked for any changes needed to the February 24, 2015 Student Union Board of Directors Meeting Minutes. Seeing no changes, Christian Timbol asked for any objections to approve the February 24, 2015 Student Union Board of Directors Meeting Minutes as presented. Seeing no objections, Christian Timbol noted that the **February 24, 2015 Student Union Board of Directors Meeting Minutes was approved as presented by unanimous consensus.**

**PUBLIC FORUM**

No one was present for public forum.

**EXECUTIVE DIRECTOR'S REPORT**

Cathy Busalacchi gave the Board Members highlights from the Executive Director's Report. Ms. Busalacchi noted that some of the Club Sports teams ranked nationally. Ms. Busalacchi noted that a Request for Proposal for a Branding Firm went out which was not included in the original project scope. An invitation went to 6 design branding firms to attend a walk through on April

2<sup>nd</sup>. The proposals are due in by April 23<sup>rd</sup>. The Student Union hopes to have an idea of the cost so that it can be included in the Capital projects list because the work will be expensive.

Ms. Busalacchi also noted that the Spartan Recreation Center is the name that is being used for the recreation project. Cathy Busalacchi commented that a program design was developed. The call for proposals went out to architecture/contractor firms. Ms. Busalacchi noted that 10 firms sent in proposals to FD&O and there are 4 finalists who will come to campus to give a presentation in May. Ms. Busalacchi noted that the project is estimated to cost \$130 million. The location is at the corner of 7<sup>th</sup> Street and San Carlos Street and two of the red brick buildings, Royce and Hoover, will be removed. Ms. Busalacchi noted that she plans to develop a staffing model for the recreation center in addition to working with Josee Larochelle to create a proforma which will be used for the bond funding.

Ms. Busalacchi noted that the new Student Union building has been experiencing some major issues. Ms. Busalacchi noted that the Audio/Visual equipment has failed on numerous occasions. The Student Union staff is meeting with the vendor to correct the issues but this is impacting our customers. Our staff has been working tirelessly to get the issues resolved. Another issue is the hot water in the bathrooms which can be as hot as 120° which can be dangerous. The staff is working to correct the problem.

Renee Barnett Terry asked what the original budget was for the proposed recreation center. Ms. Busalacchi noted that the original estimated budget for the recreation project was approximately \$68 million. Rose Lee asked if the bond for this project has been approved. Ms. Busalacchi noted that the bond has not been approved yet. Josee Larochelle asked Ms. Busalacchi if she knew when the targeted date was for this project to be presented to the Board of Trustees. Ms. Busalacchi noted that she did not know when this project will be presented to the CSU Board of Trustees and that she has not seen a project timeline. Dr. Barnett Terry inquired if it is normal for a project budget to double. Ms. Busalacchi noted that the original project design was a number of years ago based on the student needs and interest at that time. Since the student population has changed and grown, the needs and interest have changed. Ms. Larochelle also commented that there are a greater number of students living on and around campus which impacts the student needs and interest as well.

### ACTION ITEM

#### **I. Nominations and Approval of Student Union Board of Directors Chair and Vice-Chair**

Christian Timbol nominated himself for Chair.

Aaron Miller was nominated by Renee Barnett Terry as Chair. Aaron Miller accepted the nomination for Chair.

Josee Larochelle moved to approve to elect chair and vice-chair to serve through the next fiscal year.

Rose Lee seconded the motion.

**VOTE ON THE MOTION: 3-4-0**

**MOTION FAILED.**

Discussion ensued. Aaron Miller prefers to select a chair and vice-chair for the remainder of the year. Aaron noted that he is the chair of the Associated Students as well as the Spartan Shops Board of Directors. Aaron Miller spoke about his concerns for selecting a chair and vice-chair for the next fiscal year which would be not including students who were not present. Rose Lee nominated Christian Timbol as Chair. Christian Timbol declined the nomination.

Renee Barnett Terry nominated Aaron Miller as Chair. Aaron Miller accepted the nomination.

Christian Timbol was nominated as Vice-chair. Christian Timbol accepted the nomination for Vice-chair.

Rose Lee moved to approve Aaron Miller as Chair and Christian Timbol as Vice-chair for the remainder of the 2014-15 year.

Renee Barnett Terry seconded the motion.

VOTE ON THE MOTION: 6-0-2

MOTION PASSED.

Aaron Miller, new Chair, took over presiding the meeting.

### COMMITTEE REPORTS:

#### A. Audit Committee

##### 1. Audit Committee Chair and Vice-Chair Recommendations

Rose Lee indicated that the Audit Committee met and approved to forward the recommendation of herself as Chair and Kami Lopez as Vice-Chair of the Audit Committee.

##### 2. McGladrey fees for Financial Audit

Rose Lee noted that the Audit Committee met with the Student Union auditors, McGladrey. Ms. Lee noted that the Audit Committee recommends the Board to approve the fees of \$43,300 for the Financial Audit.

#### B. Finance Committee

##### 1. Review of Investment Portfolio

Josee Larochelle noted that Larry Van Steenhuyse attended the Finance Committee meeting and reported on the Student Union's investment progress to date. Ms. Larochelle noted that the earnings are not as high as the Student Union would like but that the return of student fees in one lump sum will help versus the quarterly deposits that transacted last year.

##### 2. Progress update on Filing of Tax Form 990 for YE 2014

Kim Hagens noted that the Accounting Department is working with the Auditors to get the form completed to file by the deadline of May 15<sup>th</sup>. Ms. Hagens noted that the Board will be given an opportunity to review the form prior to the filing.

##### 3. Budget for FY 2015-16

a. Review of Board Designated Capital Projects as of 4/20/15

b. Presentation of Budget Draft for FY 2015-16

c. Review of Proposed Capital Projects for FY 2015-16

Cathy Busalacchi noted that the budget being presented is a preliminary version and the final budget will be approved in May. Ms. Busalacchi noted that expenses will increase due to operation needs in the new Student Union building, new positions needed.

Ms. Busalacchi directed the Board Members to the sheet titled, "DRAFT OF STUDENT UNION, INC. CAPITAL PROJECTS REQUESTED FOR FY 2015-16" and noted the Student Union is requesting that the Board approve to the

designated projects being presented. Ms. Busalacchi gave an explanation of the projects listed and noted that the total request is \$797,191.00 for Capital Projects for 2015-16. The Board Members asked several questions about the various projects listed.

**4. Report on Write-Offs for FY 2014-15 (None)**

Kim Hagens noted that the Student Union, Inc. did not have any write-offs for FY 2014-15.

**C. Personnel Committee**

**1. Personnel Committee Chair and Vice-Chair Recommendations**

Laura Sullivan-Green indicated that the Personnel Committee met and approved to forward the recommendation of herself as Chair and Inderpal Kaur as Vice-Chair of the Personnel Committee.

**2. Executive Director's Annual Performance Evaluation**

Laura Sullivan-Green noted that the Personnel Committee Chair is collecting the completed evaluations for the Executive Director's Annual Performance Evaluation.

**D. Facilities & Programs Committee**

**1. Facilities & Programs Committee Chair and Vice-Chair Recommendations**

Adriane Bates noted that the Facilities & Programs Committee met and approved to forward the recommendation of Emily Wughalter as Chair and Adriane Bates as Vice-Chair of the Facilities & Programs Committee.

**2. Update of the Walk Through with Design Brand Firms**

Cathy Busalacchi noted that there were 6 firms who came on campus on April 2<sup>nd</sup> to do a walk-through of the Student Union, Inc. Proposals are due April 23<sup>rd</sup>.

**3. Bowling Center Update**

Cathy Busalacchi noted that the Student Union will be coming to the Board with more financials to approve. The Student Union is working on a contract.

**ACTION ITEMS:**

**1. Approval of Audit Committee Chair and Vice-Chair Recommendations**

Rose Lee noted that the Audit Committee recommends the Board approve herself as Chair and Kami Lopez as Vice-chair of the Audit committee.

Seeing no objections, Aaron Miller noted that the Board approved Rose Lee as Chair and Kami Lopez as Vice-Chair of the Audit Committee by unanimous consensus.

**2. Approval of McGladrey Fees for Financial Audit**

Aaron Miller asked for any objections to approve the Audit Committee recommendation to approve the fees of \$43,300 for the Financial Audit.

Seeing no objections, Aaron Miller noted that the Board approved the Audit Committee recommendation to approve the fees of \$43,300 for the Financial Audit as presented by unanimous consensus.

3. **Approval of "Un-designating" Board Designated Projects no Longer in Use**  
Cathy Busalacchi directed the Board Members to their meeting materials to the sheet titled, "Local Reserves Projected Balances Available As of April 20, 2015". Ms. Busalacchi explained that the projects were previously approved by the Board. Ms. Busalacchi noted that the projects highlighted in yellow are the projects the Student Union is asking the Board to un-designate due to completion (with funds left over) or no completion and no plans of the project getting completed.  
Aaron Miller asked for any objections to approve the un-designating of projects as presented. Seeing no objections, Mr. Miller noted that the approval of "un-designating" Board designated projects no longer in use totaling \$346,054.52 is approved by unanimous consensus.
4. **Approval of Personnel Committee Chair and Vice-Chair Recommendations**  
Aaron Miller asked for any objections to approve the Personnel Committee recommendation to approve Laura Sullivan-Green as Chair and Inderpal Kaur as Vice-Chair. Seeing no objections, Aaron Miller noted that the Board approved by unanimous consensus the recommendation of Laura Sullivan-Green as Chair and Inderpal Kaur as Vice-Chair as presented.
5. **Approval of Facilities & Programs Committee Chair and Vice Chair Recommendations**  
Aaron Miller asked for any objections to approve the Facilities & Programs Committee recommendation to approve Emily Wughalter as Chair and Adriane Bates as Vice-Chair. Seeing no objections, Aaron Miller noted that the Board approved by unanimous consensus the recommendation of Emily Wughalter as Chair and Adriane Bates as Vice-Chair as presented.

#### MEETING ADJOURNMENT

Aaron Miller asked for any other business to discuss. Seeing no other business to discuss, Mr. Miller noted that the April 21, 2015 Student Union Board of Directors Meeting was adjourned at 5:23pm by unanimous consensus.