

**Student Union, Inc. of SJSU Board of Directors
MEETING MINUTES**

For the meeting of: May 12, 2015
4:00pm in the Student Union Faculty/Staff Dining Room

Voting Members Present: Renee Barnett Terry, Adriane Bates, Aaron Miller, Kami Lopez,
Josee Larochelle, Inderpal Kaur, Laura Sullivan-Green, Emily
Wughalter, Christian Timbol

Voting Members Absent: Rose Lee

Non-Voting Members

Present: Cathy Busalacchi

Guests: Amy Guerra-Smith, Kristin Kelly, Kim Hagens, Terry Gregory,
Michael Daniels

Call to Order

Aaron Miller called the May 12, 2015 Student Union, Inc. Board of Directors Meeting to order at 4:03pm in the Faculty/Staff Dining Room of the Student Union West building.

Roll Call

Aaron Miller 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 May 12, 2015

Aaron Miller asked for any changes needed to the May 12, 2015 Board of Directors Meeting Agenda. Cathy Busalacchi requested to remove Closed Session Item 1, Update by Tina Daniels from University Advancement. Aaron Miller asked for any objections to approve the May 12, 2015 Board of Directors Meeting Agenda with requested change. Seeing no objections, Aaron Miller noted that the **May 12, 2015 Board of Directors Meeting Agenda with requested change was approved by unanimous consensus.**

Approval of April 21, 2015 Meeting Minutes

Aaron Miller asked for any changes needed to the April 21, 2015 Board of Directors Meeting Minutes. Seeing no changes needed, Aaron Miller asked for a motion to approve the April 21, 2015 Board of Directors Meeting Minutes as presented.

Laura Sullivan-Green moved to approve the April 21, 2015 Board of Directors Meeting Minutes as presented.

Adriane Bates seconded the motion.

VOTE ON THE MOTION:

8-0-1

MOTION PASSED.

Public Forum

No one was present for public forum.

Executive Director's Report

Cathy Busalacchi noted that the Student Union has been busy. The Event Center Technical Services Crew has been supporting events across campus with technical assistance. Ms. Busalacchi noted that page 6 lists the repairs completed in the Event Center and that there are still other projects being completed. Ms. Busalacchi noted that there are issues with the audio/visual equipment in the Student Union and that the vendor is returning to complete a recommission of the equipment. Ms. Busalacchi noted that the Student Union has conducted interviews and is awarding a contract with a design branding firm which will start soon. Cathy Busalacchi noted that the Club Sports Coordinator and Assistant Events Services Manager positions are in the process of being hired.

INFORMATION ITEMS

Committee Reports

A. Audit Committee – No Report

B. Facilities & Programs Committee – No Report

C. Finance Committee

1. Tax Form 990 Filing for YE June 30, 2014

Kristin Kelly noted that the Tax Form 990 has been completed and the Board Members were sent an email with an invitation to view the completed form prior to the form being filed. Ms. Kelly noted that the form will be filed on May 15, 2015.

D. Personnel Committee

1. Introduction of Student-At-Large Representative

Laura Sullivan-Green introduced Michael Daniels and invited Michael Daniels to give a brief introduction of himself. Mr. Daniels gave the Board members a summary of his background.

ACTION ITEMS

1. Approval of Student-At-Large Representative

Aaron Miller asked for a motion to approve the Personnel Committee's recommendation of Michael Daniels as a student-at-large representative.

Renee Barnett Terry moved to approve the Personnel Committee's recommendation of Michael Daniels as a student-at-large representative on the Student Union Board of Directors.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION:

9-0-0

MOTION PASSED.

2. Review and Approval of Final Budget Proposal for FY 2015-16

a. Approval of Revenues & Expenses for FY 2015-16

b. Approval of the Capital Projects Proposed for FY 2015-16

c. Approval of the Return of Student Fees for Operations & Capital Projects

Cathy Busalacchi gave a detailed presentation to the Board on the final Budget Proposal for FY 2015-16 she noted that the Student Union is requesting a total of \$9,568,610 in total revenues and \$9,568,610 in total operational expenses. Ms. Busalacchi noted that included in the revenues is \$6,096,289 in Student Fees requested to be returned for operations. Ms. Busalacchi also noted that the Student Union is asking for the board to

approve the request of \$2,097,191 in Student Fees to be returned to fund new Capital Projects. Ms. Busalacchi noted that the total return of Student Fees for Operations & Capital Projects is \$8,193,480.

Ms. Barnett Terry noted that it seems unfair to charge Associated Students the same rental rates per square foot as Spartan Shops. Ms. Busalacchi noted that Associated Students is paying a reduced amount of \$2.65 per square foot compared to \$3.75 per square foot that US Bank is paying. The Board discussed several points of arguments. Aaron Miller stated that while Associated Students is paying \$2.65 per square foot this will not individually impact students but thinks that Associated Students should be charged a lower rate since they are the student governing body.

Ms. Wughalter inquired if Associated Students is charged \$1.00 per square foot, will that cover the costs of them occupying space in the building? Ms. Busalacchi noted that a \$1.00 per square foot will not cover all the expenses associated with tenants in the new Student Union. Aaron Miller inquired if Ms. Busalacchi had an estimation of operational costs. Ms. Busalacchi noted that she did not at this time.

Ms. Barnett Terry motioned to approve the Final Budget Proposal for FY 2015-16 with the request to reduce the rental amount not to exceed \$1.00 per square foot for the Associated Students Print Shop and Computer Services departments.

Aaron Miller seconded the motion.

VOTE ON THE MOTION: 8-0-1 MOTION PASSED.

Josee Larochelle left.

Aaron Miller asked for a motion to approve the FY 2015-16 Budget Request of \$9,568,610 in total revenues and \$9,568,610 in total operational expenses. Included in revenues is \$6,096,289 in Student Fees requested to be returned for operations.

Renee Barnett Terry moved to approve the FY 2015-16 Budget Request of \$9,568,610 in total revenues and \$9,568,610 in total operational expenses. Included in revenues is \$6,096,289 in Student Fees requested to be returned for operations.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

Aaron Miller asked for a motion to approve the Capital Projects Proposed for FY 2015-16 as presented.

Emily Wughalter moved to approve the Capital Projects Proposed for FY 2015-16 as presented.

Renee Barnett Terry seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

Aaron Miller asked for a motion to approve the return of Student Fees for Operations and Capital Projects total of \$8,193,480.

Emily Wughalter moved to approve the return of Student Fees for Operations and Capital Projects total of \$8,193,480.

Adriane Bates seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

Aaron Miller asked for a motion to approve the meeting go into Closed Session.

Laura Sullivan-Green moved to approve the meeting go into Closed Session.

Adriane Bates seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

CLOSED SESSION ACTION ITEMS

**1. Review and Approval of the Executive Director's Annual Performance Review
(Closed Session)**

Mr. Miller reported that the Board Members were presented with the Executive Director's Annual Performance Review. Mr. Miller noted that the Board Members discussed the review. Mr. Miller noted that after the Board Members finished discussing the performance evaluation, he asked for a motion to approve the Executive Director's Annual Performance Evaluation.

Mr. Miller reported that Christian Timbol moved to approve the Executive Director's Annual Performance Evaluation as presented.

Ms. Laura Sullivan-Green seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

Aaron Miller requested a motion to move the meeting back to regular session.

Laura Sullivan-Green moved to approve to move the meeting back to regular session.

Adriane Bates seconded the motion.

VOTE ON THE MOTION: 8-0-0 MOTION PASSED.

MEETING ADJOURNMENT

Mr. Miller asked for any other business. Seeing no other business, Mr. Miller asked for any objections to adjourn the May 12, 2015 Student Union Board of Directors Meeting. Seeing no objections, Mr. Miller noted that the **May 12, 2015 Student Union Board of Directors Meeting adjourned at 5:10pm by unanimous consensus.**