

**STUDENT UNION BOARD OF DIRECTORS  
MEETING MINUTES**

<b>For the Meeting of:</b>	February 23, 2016 4:00p.m. in the Student Union West Faculty/Staff Dining Room
<b>Voting Members Present:</b>	Loo Loo Amante, Michael Daniels, Shriel Deogracias, Inderpal Kaur, Josee Larochelle, Rose Lee, Anna Santana, Laura Sullivan-Green, Emily Wughalter, Christian Timbol, Sonja Daniels
<b>Voting Members Absent:</b>	None
<b>Non-Voting Members Present:</b>	Cathy Busalacchi
<b>Guests Present:</b>	Terry Gregory, Amy Guerra-Smith, Kim Hagens, Kristin Kelly, Sameer Saran, Denice Serna

**I. CALL TO ORDER**

Christian Timbol called the February 23, 2016 Student Union Board of Directors Meeting to order at 4:03pm in the Student Union West Faculty/Staff Dining Room.

**II. ROLL CALL**

Christian Timbol asked Amy Guerra-Smith to do roll call. Amy Guerra-Smith noted that she completed a visual roll call.

**III. APPROVAL OF MEETING AGENDA FOR FEBRUARY 23, 2016**

Christian Timbol asked for any changes needed to the February 23, 2016 Student Union Board of Directors Meeting Agenda.

Christian Timbol asked for any objections to approving the February 23, 2016 Student Union Meeting Agenda as presented. Seeing no objections, Christian Timbol noted that the **February 23, 2016 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus**.

**IV. APPROVAL OF MEETING MINUTES FOR DECEMBER 8, 2015**

Christian Timbol asked for any changes needed to the December 8, 2015 Student Union Board of Directors Meeting Minutes.

Christian Timbol asked for any objections to approving the December 8, 2015 Student Union Meeting Minutes as presented. Seeing no objections, Christian Timbol noted that the **December 8, 2015 Student Union Board of Directors Meeting Minutes were approved as presented by unanimous consensus**.

**V. PUBLIC FORUM**

No one was present for public forum.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Cathy Busalacchi noted that there is a lot going on in the Student Union and indicated that there are events in the Ballroom every day until the end of May.

Cathy Busalacchi also noted that Club Sports has several teams travelling and competing.

Ms. Busalacchi noted that there are several things happening with the new Student Union building. She noted that the Student Union building was granted Fire Marshall Approval on

Tuesday, February 16<sup>th</sup>. Ms. Busalacchi noted that the Student Union is working with various entities to resolve issues to open the building. Ms. Busalacchi noted that the Student Union is working with FD&O Lock Shop to change out the construction locks to keypad locks and test the S2 (card reader) system to ensure functionality. Ms. Busalacchi also noted that the Student Union Main elevator is still not operating but the East and West elevators are in operation. Cathy Busalacchi noted that the Student Union hopes the Student Union Main elevator will be operational in 3 or 4 weeks.

Ms. Busalacchi noted that there is an issue with the Student Union roof and noted that part of the roof is separating and blowing up like a balloon. Cathy Busalacchi indicated that vents need to be installed to allow for air to escape and the company who installed the roof is being brought back to correct the issues.

Cathy Busalacchi went on to note that the Student Union will take over the custodial responsibilities of the Student Union dining area and Spartan Shops will clean the kitchen areas. Ms. Busalacchi noted that the bowling center construction completion is expected for the fall semester and that the Bookstore construction completion is expected for May, the IES construction completion is expected for July.

Ms. Busalacchi noted that the Recreation center project is moving forward. The Student Union will be creating a website about the recreation center for students to learn about it and leave feedback.

Ms. Busalacchi noted that the Student Union has been asked to subsume all student assistant employee positions under the Student Union corporation payroll effective July 1<sup>st</sup>.

Ms. Amante asked why the work study student employees are being moved to the auxiliary payroll. Cathy Busalacchi noted that the work study students will remain under the University payroll but the student assistants employees will be moved to the Student Union payroll. Ms. Busalacchi noted that the student assistant positions are Student Union corporation employees and from a liability and risk perspective it makes more sense to include these positions in the Student Union payroll.

Ms. Amante inquired if there was a tentative plan to deal with the club sports teams for fall semester due to the construction of south campus. Cathy Busalacchi noted that there are no plans as of yet and noted that the Student Union needs to meet with the appropriate departments for further discussion. The Board members had a lengthy discussion about the south campus construction impact on the club sports teams.

## **VII. COMMITTEE REPORTS & AGENDA ITEMS:**

### **Personnel Committee:**

#### **1. Introduction of Student-at-Large Candidate(s)**

Inderpal Kaur introduced two student-at-large candidates, Sameer Saran and Denice Serna. Ms. Kaur noted that the Personnel Committee conducted brief interviews with both candidates. Ms. Kaur asked for each of the candidates to give the Board members a brief introduction of themselves. Mr. Saran introduced himself and noted that he was a first-year computer engineering graduate student. Ms. Serna introduced herself and noted that she is a transfer student from Southern California and majoring in Biomedical engineering. Ms. Kaur informed the Board members that the Personnel Committee makes a recommendation for the Board to approve both Sameer Saran and Denice Serna as Student-at-large representatives for the Student Union Board of Directors.

Christian Timbol asked for a motion to approve the Personnel Committee recommendation of Sameer Saran and Denice Serna as Student-at-large representatives for the Student Union Board of Directors.

**LooLoo Amante moved to approve the Personnel Committee recommendation of Sameer Saran and Denice Serna as Student-at-large representatives for the Student Union Board of Directors.**

**Josee Larochelle seconded the motion.**

**VOTE ON THE MOTION:**

**9-0-0**

**MOTION PASSED.**

**2. Student Assistants Added to Payroll System**

Cathy Busalacchi informed the Board Members that the University asked the Student Union to assume the payroll for Student Union student assistant employees. Ms. Busalacchi noted that effective July 1, 2016 the Student Union will process all student assistant employees under the Student Union payroll. Ms. Busalacchi noted that the Student Union is interviewing web-based programs to assist in tracking time for the student assistant employees.

**3. Staff Development & Learning Outcomes**

Ms. Busalacchi informed the Board Members that the Student Union held an all-staff training on January 26, 2016. Ms. Busalacchi commented that each employee was given a copy of the book *10 Things Employers Want You to Learn in College*. Ms. Busalacchi commented that the training was a good example of how skills learned while employed at the Student Union are transferrable to future jobs. Ms. Busalacchi also noted that the training also included an Active Shooter presentation by UPD as well.

**4. Update on Hiring Full-Time Staff**

Ms. Busalacchi informed the Board Members that the Student Union is looking to hire a facilities maintenance engineer to assist the two utility engineers.

Ms. Busalacchi also noted that the Student Union has hired two full-time operations staff to help with support operations in the new building. The Student Union will now maintain the front-of-the-house dining area and Spartan Shops will maintain the back (kitchen) area.

Ms. Busalacchi also noted that the three-quarter time Human Resources assistant is going to full-time status to assist with the increase in hiring and payroll demand.

**Facilities & Programs Committee:**

**5. Renovation of South Campus Running Track Area**

Cathy Busalacchi noted that she and the Associate Director for the Event Center, Scott Bokker, attended a meeting with Athletics regarding the new Golf Complex. Ms. Busalacchi commented that in order to accommodate the Golf Complex, the East field is being repaired for the soccer teams to practice on. Due to the closure of the East field a lot of other teams will be displaced after the fall semester. Ms. Busalacchi noted that the Student Union is very interested in working with Athletics and the University to form a venture to renovate the South campus running track for all who use the track including the track teams, the Club Sports teams, intermural teams, as well as the community members.

**6. Student Union Building Grand Opening**

Cathy Busalacchi noted that the Student Union building will have a grand opening in the Fall 2016 when the entire building is open and operational.

**7. Capital Project Updates**

Ms. Busalacchi noted that the Recreation Center Project Executive Team is meeting regularly and that the project is moving forward. Ms. Busalacchi showed the Board Members a few conceptual drawings of the proposed Recreation Center design. Ms. Busalacchi indicated that the Recreation Center project will break ground sometime in the Fall 2016 semester and estimates two years to complete construction.

Ms. Busalacchi also noted that the Event Center Arena will be replacing the retractable seating to address the ADA compliance issue regarding the hand rails. Ms. Busalacchi

commented that the current retractable seating system in the Event Center is out of date and staff cannot find the parts needed to fix the current retractable seating system.

LooLoo Amante left the meeting.

**8. Off-Campus Groups Room Rental Rate Changes**

**Action Item: Approval of Off-Campus Room Rental Rates**

Ms. Busalacchi noted that the room rental rates being presented are for off-campus groups wanting to reserve the Student Union. Ms. Busalacchi noted that Terry Gregory and his staff gathered information from various other campuses and other off campus venues. Ms. Busalacchi noted that the room rental rates presented are broken down into 4 hour increments and 8 hour increments as well as hourly rates beyond contracted time.

Christian Timbol asked for a motion to approve the Off-Campus Room Rental Rates as presented.

**Michael Daniels moved to approve the Off-Campus Room Rental Rates as presented.**

**Josee Larochelle seconded the motion.**

**VOTE ON THE MOTION: 7-0-1 MOTION PASSED.**

**Finance Committee:**

**9. 2<sup>nd</sup> Quarter Financials Presentation**

The Board Members were presented with the 2nd Quarter Financials. Ms. Larochelle noted that the Student Union 2nd Quarter Financials are on target. Ms. Larochelle noted that the Student Union shows a net operating gain of \$682,928 as of December 31, 2015.

Ms. Busalacchi commented that the expenses are a little higher due to the operation of the new building.

**a. Board Designated Projects as of 12/31/2015**

Ms. Larochelle noted that included with the 2nd Quarter Financials report is a list of Board approved Capital Projects. Ms. Larochelle noted that a number of projects take more than a fiscal year to complete. Ms. Larochelle noted that there are quite a few projects that have been completed and about half are currently in process.

Christian Timbol asked for a motion to move the Student Union Board of Directors meeting into closed session.

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

**Josee Larochelle seconded the motion.**

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

**VIII. CLOSED SESSION ITEMS:**

**1. Personnel Increase (Personnel Committee)**

Ms. Busalacchi noted that the Board Members were given details and an update on the potential Personnel Increase.

Christian Timbol asked for a motion to move the Student Union Board of Directors meeting back to regular session.

**Rose Lee moved to approve to move the meeting back into regular session.**

**Emily Wughalter seconded the motion.**

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

**IX. MEETING ADJOURNMENT**

Christian Timbol asked for any other business to conduct. Seeing no other business to conduct, Christian Timbol asked for any objections to adjourn the February 23, 2016 Board of Directors Meeting at 4:55pm. Seeing no objections, Christian Timbol noted that **the February 23, 2016 Board of Directors Meeting was adjourned at 4:55pm by unanimous consensus.**