

**STUDENT UNION BOARD OF DIRECTORS  
MEETING MINUTES**

**Joint Meeting of the Facilities & Programs Committee and Finance Committee  
April 19, 2016 at 4:00 pm in Student Union Meeting Room 6**

**Members Present:** Michael Daniels, Josee Larochelle, Christian Timbol, Emily Wughalter, Denice Serna, Sonja Daniels, Rose Lee

**Members Absent:** LooLoo Amante

**Guests:** Cathy Busalacchi, Kristin Kelly, Kim Hagens, Jerry Darrell, Terry Gregory, Amy Guerra-Smith

**CALL TO ORDER**

Michael Daniels chaired the Joint Meeting of the Facilities and Programs Committee and Finance Committee Meeting.

Michael Daniels called the April 19, 2016 Joint Meeting of the Finance Committee and Facilities and Programs Committee meeting to order at 4:07pm in the Student Union Meeting Room 6.

**ROLL CALL**

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

**APPROVAL OF AGENDA FOR APRIL 19, 2016**

Michael Daniels asked for any changes needed to the April 19, 2016 agenda. Josee Larochelle requested to table the approval of the two meeting minutes as there was not enough committee members present from each of the committees to approve the minutes from the previous meetings.

Michael Daniels asked for a motion to approve the meeting agenda with the requested changes.

**Josee Larochelle moved to approve the meeting agenda with the requested changes.**

**Michael Daniels seconded the motion.**

**VOTE ON THE MOTION:**

**Unanimous**

**MOTION PASSED.**

**APPROVAL OF FEBRUARY 9, 2016 FACILITIES & PROGRAMS MEETING MINUTES**

This item was tabled until the next Facilities and Programs Committee meeting.

**APPROVAL OF FEBRUARY 16, 2016 FINANCE MEETING MINUTES**

This item was tabled until the next Finance Committee meeting.

**INFORMATION ITEMS**

**1. Facility Project Updates**

Cathy Busalacchi gave the committee members present an update on the Facility Projects noting that the Student Union building is open and operating. Ms. Busalacchi commented that it is nice to see students in the building and using the building. Ms. Busalacchi also commented that the Student Union staff is working through the various building issues. Ms. Busalacchi noted that the Event Center retractable seating project is set to start at the end of May. Ms. Busalacchi also commented that the Recreation Project is moving forward and that the Aquatic Center will close the week of May 30<sup>th</sup> to allow for the Aquatic Center staff to discard all items that are not being used by Athletics or in the new Recreation Center and to disperse items to Athletics. After that

the contractors will come in to remove all other remaining items that need to be discarded. Ms. Busalacchi showed the committee members updated renderings of the Recreation Project.

## **2. Presentation of Preliminary Budget for FY 2016-17**

### **a. Review of Board Designated Capital Projects 2015-16**

Kristin Kelly reviewed the current capital projects in progress and noted that no current projects are being requested to be “undesignated” by the Board. Ms. Kelly noted that some of the projects remain on the list due to timing but are scheduled for completion in the near future.

### **b. Review of Proposed Capital Projects for FY 2016-17**

Cathy Busalacchi provided an explanation to the committee members about a few of the projects listed on the Capital Projects list for FY 2016-17. Ms. Busalacchi noted that the first two items on the list are on the list for earmarking. The two items are the Grand Opening ceremony for the Student Union building and the other item is the Groundbreaking ceremony for the Recreation Center. Both events are going to be scheduled for some time in the Fall semester.

Ms. Busalacchi also spoke about the Starbucks Lounge Programming equipment project and explained that the space was outfitted with batons and lights however the equipment is not hooked up and therefore it is not usable. Ms. Busalacchi noted that this project is to get the equipment set up so that programming can take place in that space.

Ms. Busalacchi noted that another project is the Video Gaming Center. Ms. Busalacchi noted that the Student Union is looking into purchasing gaming pods but at this time the cost of the pods are unknown and we are waiting for more information.

### **c. Presentation of Budget Draft for FY 2016-17**

Ms. Busalacchi presented the budget draft proposal to the committee members present. Ms. Busalacchi noted that the most significant change in the budget is the increase in salaries. Ms. Busalacchi commented that the increase in salaries is due to the increased needs in operations. Ms. Busalacchi noted that since the opening of the Student Union building, the need for increased staff is apparent. Ms. Busalacchi noted that the Student Union is looking to hire an IT Coordinator to help support IT/Computer Services, Bowling Center Assistant Manager, Events Coordinator, Student Union Building Manager, and a Facilities Engineer to help assist the Chief Facilities Engineer. Recently the Student Union hired a full-time A/V Supervisor. Ms. Busalacchi also noted that effective July 1, the Student Union will assume the AS Recreation Staff which totals 3 full-time staff and approximately 60 additional student staff. Another change in the budget is that the Student Union will be taking over the payroll for all the Student Union student employees. Ms. Busalacchi noted that the Student Union is planning to hire an additional 60 or more student staff in addition to hiring a crew for the Bowling Center once it opens. Ms. Busalacchi noted that the student staff will increase to almost 260 to 300 student staff. Rose Lee suggested using footnotes and bullet points to make cross-referencing and reading easier on the budget draft.

A question about the IES lease currently listed as an 11-month lease was asked by Josee Larochelle. Cathy Busalacchi commented that the IES lease will be revised to a 6-month lease projection for revenue.

Cathy Busalacchi noted that another factor affecting the budget is elimination of all EDM shows for the future. Ms. Busalacchi noted that the Student Union in agreement with the University has eliminated EDM shows. Ms. Larochelle inquired if the Student Union plans to replace the EDM shows? Ms. Busalacchi commented that no, there is no plan to replace the EDM shows.

Ms. Busalacchi commented that one future project is the south campus field project. Ms. Busalacchi noted that Athletics estimates the cost to fix the field to be approximately \$4 million dollars and the project would be a joint venture between Athletics and the Student Union with the

guarantee that the Club Sports teams would have priority use of the field without being bumped like they currently are. Rose Lee inquired what the Student Union's share would be. Cathy Busalacchi noted that the Student Union would put up half which is \$2 million dollars and Athletics would put up half. Josee Larochelle noted that there is going to be lots of conversations with the new incoming president regarding infrastructure which includes south campus but this decision is not going to be made within the next several months. Ms. Larochelle also noted that this project is not on the University's 5-year capital projects plan for the University to fund the portion that would be coming from the University. Ms. Larochelle noted that there are several complications before this project can progress.

**3. Review of Write-Offs for FY 2015-16**

Kim Hagens notified the committee members that there are no write-offs for FY 2015-16.

**MEETING ADJOURNMENT**

Michael Daniels asked for any other business to conduct. Seeing no other business, Michael Daniels asked for a motion to adjourn the April 19, 2016 Joint Meeting of the Facilities and Programs Committee and the Finance Committee Meeting. Seeing no objections to adjourn the meeting, Michael Daniels noted that the **April 19, 2016 Joint Meeting of the Facilities and Programs Committee and the Finance Committee Meeting was adjourned at 5:24pm by unanimous consensus.**