

**STUDENT UNION BOARD OF DIRECTORS
Meeting Minutes**

For the meeting of: **Joint Meeting of the Facilities & Programs and Finance Committees
October 18, 2016 at 4:00pm in Student Union Meeting Room 5**

Voting Members Present: Joseph Sandoval-Rios, Denice Serna, Hector Perea, Eve Allums,
Charlie Faas

Voting Members Absent: Emily Wughalter, Jared Garcia

Non-Voting Members Present: Cathy Busalacchi, Kristin Kelly, Terry Gregory, Kim Hagens,
Caryn Collopy

Guests: Amy Guerra-Smith

I. CALL TO ORDER

Denice Serna chaired the October 18, 2016 Joint Meeting of the Finance Committee and Facilities and Programs Committee. Denice Serna called the October 18, 2016 Joint Meeting of the Finance Committee and Facilities and Programs Committee to order at 4:07pm in the Student Union Meeting Room 5.

II. ROLL CALL

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

III. APPROVAL OF AGENDA FOR OCTOBER 18, 2016

Denice Serna asked for any changes needed to the agenda for the October 18, 2016 Joint Meeting of the Finance Committee and Facilities and Programs Committee. Cathy Busalacchi noted that agenda item “F. Presentation and Approval of 2017 Employer Medical Premium Contributions and CALPERS Resolutions” will be an information item and no action will be needed. Cathy Busalacchi also requested to add an action item G. Review and Approval of Update of the SUSJSU 403(b) Plan.

Denice Serna asked for a motion to approve the agenda with the changes.

Hector Perea moved to approve the agenda for the October 18, 2016 Joint Meeting of the Finance Committee and Facilities and Programs Committee with the suggested changes.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 4-0-1 MOTION PASSED.

IV. APPROVAL OF FEBRUARY 9, 2016 FACILITIES & PROGRAMS MEETING MINUTES

Denice Serna asked for any changes needed for the February 9, 2016 Facilities and Programs Committee Meeting Minutes. Seeing no changes needed, Denice Serna asked for a motion to approve the February 9, 2016 Facilities and Programs Committee Meeting Minutes as presented.

Hector Perea moved to approve the February 9, 2016 Facilities and Programs Committee Meeting Minutes as presented.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 3-0-2 MOTION PASSED.

V. APPROVAL OF FEBRUARY 16, 2016 FINANCE COMMITTEE MEETING MINUTES

Denice Serna asked for any changes needed for the February 16, 2016 Finance Committee Meeting Minutes. Seeing no changes needed, Denice Serna asked for a motion to approve the February 16, 2016 Finance Committee Meeting Minutes as presented.

Hector Perea moved to approve the February 16, 2016 Finance Committee Meeting Minutes as presented.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 3-0-2

MOTION PASSED.

VI. APPROVAL OF THE MEETING MINUTES FROM APRIL 19, 2016 JOINT MEETING OF THE FACILITIES & PROGRAMS COMMITTEE AND THE FINANCE COMMITTEE

Denice Serna asked for any changes needed for the April 19, 2016 Joint Meeting of the Facilities and Programs and Finance Committee Meeting Minutes. Seeing no changes needed, Denice Serna asked for a motion to approve the April 19, 2016 Joint Meeting of the Facilities and Programs and Finance Committee Meeting Minutes as presented.

Hector Perea moved to approve the April 19, 2016 Joint Meeting of the Facilities and Programs and Finance Committee Meeting Minutes as presented.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 3-0-2

MOTION PASSED.

VII. AGENDA ITEMS:

A. Nominations and Approval of Facilities and Programs Committee Chair and Vice-Chair for 2016-2017

Denice Serna asked for any nominations for the Chair and Vice Chair of the Facilities and Programs Committee for 2016-2017. Joseph Sandoval-Rios was nominated as Chair. Joseph Sandoval-Rios accepted the nomination. Eve Allums nominated herself for Vice Chair. No other nominations were presented.

Denice Serna asked for any objections or abstentions to approve the nominations of Joseph Sandoval-Rios for Chair and Eve Allums as Vice Chair for the Facilities and Programs Committee for 2016-2017.

Seeing no objections, Denice Serna noted that the nominations of Joseph Sandoval-Rios for Chair and Eve Allums as Vice Chair for the Facilities and Programs Committee for 2016-2017 were approved by unanimous consensus.

B. Nominations and Approval of Finance Committee Chair and Vice-Chair for 2016-2017

Denice Serna asked for any nominations for the Chair and Vice Chair of the Finance Committee for 2016-2017. Hector Perea nominated Denice Serna as Chair. Denice Serna accepted the nomination. Hector Perea nominated himself for Vice Chair. No other nominations were presented.

Denice Serna asked for any objections or abstentions to approve the nominations of Denice Serna for Chair and Hector Perea as Vice Chair for the Finance Committee for 2016-2017.

Seeing no objections, Denice Serna noted that the nominations of herself for Chair and Hector Perea as Vice Chair for the Finance Committee for 2016-2017 were approved by unanimous consensus.

C. Information and Approval of Additional Expenditure from Local Reserves for the Bowling Center Agreement with Brunswick

Cathy Busalacchi explained to the Facilities and Programs Committee and the Finance Committee that because the Student Union expansion and renovation project was delayed so long, the Student Union wasn't able to complete some of the things that needed to be done when previous Boards approved the designated funds. Ms. Busalacchi noted that the initial money was designated by the Student Union Board of Directors in 2012-2013. Ms. Busalacchi noted that in order to complete the Bowling Center project, the Student Union is asking the Board to designate a specific amount of money to install sound mitigation to the bowling lanes. Due to that study conducted, it was discovered that the sound was travelling up through the Student Resource room on level one and up to the meeting rooms.

Ms. Busalacchi noted that in the past that was not an issue because above the bowling lanes was the food court and there was so much noise in the food court, the bowling center noise travelling up was not an issue. Ms. Busalacchi went on to explain that now there are offices and meeting rooms above the Bowling Center. To reduce the noise from the Bowling Center the Student Union has been advised to install sound mitigation materials which are spacers in the lanes. To install these spacers requires that the tops of the lanes be removed, install the spacers, and reapply the lanes. The cost for this process is an additional \$209,000.00.

Ms. Busalacchi also noted that another issue was discovered. It is the absence of the pinsetter safety guards to each lane to ensure that no one gets injured. This will help to minimize pin chasers or mechanics working in the back from getting injured. This is not a requirement in the US however if they are not installed and someone gets hurt it would be a huge liability for the Student Union. The cost for this process is an additional \$61,165.00.

Ms. Busalacchi noted that the Student Union is asking the Committees to make a recommendation to the Board to approve to designate \$270,165.00 from the Local Reserves for the Bowling Center pin setter guards and sound mitigation projects.

Denice Serna asked for a motion to approve a recommendation to the Board to designate \$270,165.00 from the Local Reserves for the Bowling Center pin setter guards and sound mitigation projects.

Hector Perea motioned to approve a recommendation to the Board to designate \$270,165.00 from the Local Reserves for the Bowling Center pin setter guards and sound mitigation projects.

Joseph Sandoval-Rios seconded the motion.

Vote on the motion: Unanimous Motion Passed.

D. Information and Approval of Additional Expenditure from Local Reserves for the Event Management System (EMS)

Cathy Busalacchi noted that this is another item that was approved by a previous Board in 2012-2013. Ms. Busalacchi noted that the Event Management System is a scheduling software that will help with scheduling room usage in the Student Union but will also be used in our other facilities like the Sport Club. Ms. Busalacchi noted that this software package was purchased in 2012-2013 for \$38,000 plus a maintenance fee. Ms. Busalacchi noted that the Student Union was informed that there is an additional fee that needs to be paid plus any travel expenses for professional services to install the software package. Ms. Busalacchi noted that the Student Union is asking for the Committees to make a recommendation that the Board approve to designate an additional \$36,850.00 from Local Reserves for the completion of the Event Management System software. Mr. Perea inquired if there is an updated software version since purchasing the software package. Ms. Busalacchi noted that there was and that the most current version will be installed.

Denice Serna asked for a motion to approve a recommendation that the Board approve to designate \$36,850.00 from Local Reserves for the completion of the Event Management System software.

Hector Perea moved to approve a recommendation that the Board approve to designate \$36,850.00 from Local Reserves for the completion of the Event Management System software.

Joseph Sandoval-Rios seconded the motion.

Vote on the motion: Unanimous Motion Passed.

E. Facilities Project Updates

Cathy Busalacchi noted that she spoke a little about the Bowling Center project earlier and that the demolition work has begun. Ms. Busalacchi noted that once the demolition work is completed the construction work will begin. Once the construction work is done, Brunswick will come back and finish constructing the Bowling lanes with the sound mitigation equipment and pin setter safety guards.

Ms. Busalacchi also noted that the Bookstore has moved to its permanent location. Charlie Fass added that the Bookstore should be opening soon. Ms. Busalacchi went on to note that once the Bookstore vacates the temporary space, some construction modifications need to be done and then CIES can move in.

Cathy Busalacchi also noted that the Billiards area in the lower level of the Student Union will open soon.

Cathy Busalacchi noted that fencing is going up around the brick buildings in preparation for the Rec Center project and abatement will begin within the next couple of weeks. Cathy Busalacchi noted that the Rec Center projected completion time is estimated for Spring 2019.

Hector Perea asked Cathy Busalacchi about any further developments for the Welcome Centers potential sites. Cathy Busalacchi commented that she is in discussion with the University and the most current issue is ensuring there is supervision for the centers.

F. Presentation and Approval of 2017 Employer Medical Premium Contributions and CALPERS Resolutions

Cathy Busalacchi noted that the Employer Medical Contributions for 2017 and the CALPERS Resolutions are approved by the Board annually. Cathy Busalacchi noted that the Student Union Employer Medical Premium Contributions are comparable to the State although the rates for auxiliaries are a bit higher. Ms. Busalacchi noted that the rates for 2017 increased minimally and therefore the Student Union is not making a recommendation to the Board to increase the Employer Medical Contributions.

G. Review and Approval of SUSJSU 403 (b) Plan

Cathy Busalacchi noted that the Student Union presented this information at the September 20, 2016 Board of Directors Meeting. Ms. Busalacchi noted that while management believes that this is only an update, management is asking the Board to approve the changes.

Ms. Busalacchi noted that she informed the Board that Student Union did a review of the SUSJSU 403(b) Plan with the Student Union financial advisor, Larry Van Steenhuyse from UBS. Mr. Van Steenhuyse recommended that the Student Union drop the funds called legacy funds. Ms. Busalacchi explained that the legacy funds were the initial funds offered when the SUSJSU 403 (b) Plan was initiated. Ms. Busalacchi explained that because the Student Union is now over the \$5 million dollars invested with Nationwide, this allows the Student Union more access to different funds at less cost. Ms. Busalacchi noted that these changes will help save money for the employees as well as allow staff access to a third party financial advisor if the employees choose to do so. Mr. Faas asked if there are any additional investment thresholds? Cathy Busalacchi and Kristin Kelly noted that they would need to ask Mr. Van Steenhuyse.

Hector Perea commented about a resolution passed by Associated Students asking the University to divest from a specific retirement plan because there were companies in the plans that supported the conflict in the Middle East. Mr. Perea asked if there is a possibility to have the funds examined? Cathy Busalacchi noted that last year the Student Union had Larry Van Steenhuyse examine the funds.

Denice Serna asked for a motion to approve the updates to the SUSJSU 403(b) Plan as presented.

Eve Allums moved to approve the updates to the SUSJSU 403(b) Plan as presented.

Joseph Sandoval-Rios seconded the motion.

Vote on the motion:

Unanimous

Motion Passed.

MEETING ADJOURNMENT

Denice Serna asked for any other business. Seeing no other business to discuss, Denice Serna noted that the **October 18, 2016 Joint Meeting of the Facilities and Programs Committee and the Finance Committee was adjourned at 4:49pm by unanimous consensus.**