

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

MARCH 21, 2017

4:00pm in the Student Union Meeting Room 5

Members Present: Sonja Daniels, Charlie Faas, Jared Garcia, Rose Lee, Ellen Middaugh, Hector Perea, Sameer Saran, Denice Serna, and Emily Wughalter (by telephone conference call)

Non-Voting Member Present: Cathy Busalacchi

Members Absent: Eve Allums, Joseph Sandoval

Guests Present: Amy Guerra-Smith, Kristin Kelly, Kim Hagens, Terry Gregory, Jerry Darrell

I. CALL TO ORDER

Sameer Saran called the March 21, 2017 Student Union Board of Directors Meeting to order at 4:03pm in the Student Union Building Meeting Room 5.

II. ROLL CALL

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

III. APPROVAL OF AGENDA FOR MARCH 21, 2017

Sameer Saran asked for any changes needed to the March 21, 2017 Student Union Board of Directors Meeting agenda. Seeing no changes needed, Sameer asked for any objections to approve the March 21, 2017 Student Union Board of Directors Meeting agenda as presented. Seeing no objections, Sameer Saran noted that the **March 21, 2017 Student Union Board of Directors Meeting agenda is approved as presented by unanimous consensus.**

IV. APPROVAL OF THE FEBRUARY 21, 2017 MEETING MINUTES

Sameer Saran asked for any changes needed to the February 21, 2017 Student Union Board of Directors meeting minutes. Seeing no changes needed, Sameer asked for objections to approving the February 21, 2017 Student Union Board of Directors meeting minutes as presented. Seeing no objections, Sameer Saran noted that the **February 21, 2017 Student Union Board of Directors meeting minutes were approved as presented by unanimous consensus.**

V. PUBLIC FORUM

No one present for public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi advised the Board that the Spartan Recreation Center project is moving along. Ms. Busalacchi noted that the piles are going in. The construction company is using an alternative method to do this which will reduce a lot of the noise commonly associated with installing piles.

Ms. Busalacchi commented that the Student Union hoped to have the Bowling Center construction completed by fall 2017 however construction is taking longer than management anticipated. Ms. Busalacchi noted that the Student Union received the final bid for the Bowling Center construction and noted that the bid received is over \$2,000,000.

Cathy Busalacchi noted that the CIES Space is still on target to move out of their current space on 4th Street by June 30th. Cathy Busalacchi also noted that the Student Union space is currently under construction.

Ms. Busalacchi noted that Salas O'Brien is working with the Student Union to resolve issues in various areas in the Student Union building.

Ms. Busalacchi noted that there are two increases in the minimum wage in the next few months. One is effective on July 1 and another increase on January 1. Ms. Busalacchi noted that the financial impact will be approximately \$200,000 in student and intermittent wages.

Cathy Busalacchi noted that the Student Union is currently recruiting for the Associate Director for Accounting and Finance, an Accounts Payable Technician, and a Student Union Night Manager.

VII. AGENDA ITEMS:

A. Update on Investment Portfolio and Market Outlook

Denice Serna reported that the Finance Committee met and that Larry Van Steenhuyse attended the Finance Committee Meeting and gave a presentation on the Student Union's investment portfolio as well as the market outlook. Ms. Serna noted that Mr. Van Steenhuyse explained the various factors that are influencing the market, like the political climate. Ms. Serna also indicated that Mr. Van Steenhuyse also noted that the investments adhered to the Investment Policy for the Student Union.

B. Presentation of 2nd Quarter Financials

a. Board Designated Projects as of 12/31/2016

b. Evaluation of Minimum wage increase for FY 17/18

Cathy Busalacchi explained that there is a lot of variance in the second quarter financials. Ms. Busalacchi explained that this is due to various changes in the Student Union which caused non-receipt of rents.

C. Budget Process Timeline

Cathy Busalacchi indicated that the Student Union managers are working on their FY 2017-18 budgets. Once the budgets are submitted, Kris, Kim and Cathy will review the budgets. Cathy Busalacchi commented that the Student Union will show the preliminary budget to the Board two times prior to the Board approval at the May 16, 2017 Board of Directors meeting.

D. Facilities update

Cathy Busalacchi gave this update during the Executive Directors report.

VIII. MEETING ADJOURNMENT

Sameer Saran asked for any other business to discuss. Seeing no other business to discuss, Sameer Saran asked for any objections to adjourn the March 21, 2017 Board of Directors Meeting. Seeing no objections, Sameer Saran noted that the **Board of Directors Meeting adjourned at 4:33pm by unanimous consensus.**