

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

**April 18, 2017 at 4:00pm
Student Union Meeting Room 5**

Members Present: Sonja Daniels, Charlie Faas, Jared Garcia, Rose Lee, Ellen Middaugh, Hector Perea, Joseph Sandoval, Emily Wughalter
Non-Voting Member Absent: Cathy Busalacchi
Members Absent: Eve Allums, Sameer Saran, Denice Serna
Guests in Attendance: Amy Guerra-Smith, Kristin Kelly, Terry Gregory, Kim Hagens, Jerry Darrell, Satheesh Narasiman

I. CALL TO ORDER

Jared Garcia called the **April 18, 2017 Student Union Board of Directors Meeting to order at 4:04pm** in the Student Union Meeting Room 5.

II. ROLL CALL

Jared Garcia asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she **did a visual roll call.**

III. APPROVAL OF AGENDA FOR APRIL 18, 2017

Jared Garcia asked for any changes needed to the **APRIL 18, 2017 STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA.** Seeing no changes needed, Jared Garcia asked for a motion to approve the April 18, 2017 Student Union Board of Directors Meeting Agenda as presented.

Emily Wughalter moved to approve the April 18, 2017 Student Union Board of Directors Meeting Agenda as presented.

Ellen Middaugh seconded the motion.

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

IV. APPROVAL OF THE MARCH 21, 2017 MEETING MINUTES

Jared Garcia asked for any changes needed to the **MARCH 21, 2017 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES.** Seeing no changes needed, Jared Garcia asked for a motion to approve the March 21, 2017 Student Union Board of Directors Meeting Minutes as presented.

Hector Perea moved to approve the March 21, 2017 Student Union Board of Directors Meeting Minutes as presented.

Sonja Daniels seconded the motion.

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

V. PUBLIC FORUM

Graduate student, Satheesh Narasiman, attended the April 18, 2017 Student Union Board of Directors meeting to bring awareness of the limited on-campus job opportunities for International students as well as the employment limitations for International students. Satheesh Narasiman noted that the campus should adopt the following restrictions: (1) removal of work study preference, (2) ban on students holding more than one position, (3) hiring departments should consider all student levels and majors, and (4) require student employees to re-apply for positions after two years of

employment. Mr. Narasiman believes that adopting these restrictions will allow for more opportunities for International students to work on campus.

Ms. Daniels instructed Mr. Narasiman to bring his plight to Dr. Blaylock in the Vice President for Student Affairs office. Ms. Daniels also noted to Mr. Narasiman that student jobs are a supply-and-demand issue. There are far more students than student jobs available.

VI. EXECUTIVE DIRECTOR'S REPORT

Amy Guerra-Smith indicated that the Student Union is currently conducting searches for the Associate Director of Accounting and Finance, the Student Union Night Manager as well as an Accounts Payable Technician.

VII. AGENDA ITEMS:

A. Facility Projects Updates

Jerry Darrell informed the Board members that the Bowling Center project is underway and that the construction crew is aiming for an October 2017 inspection date and a November 2017 completion date. Mr. Darrell is hopeful that the Bowling Center will be open in Spring 2018.

B. Presentation of Preliminary Budget for FY 2017-18

1. Review of Board Designated Capital Projects 2016-17

2. Review of Proposed Capital Projects for FY 2017-18

3. Presentation of Budget Draft for FY 2017-18

Kristin Kelly presented the members of the Board of Directors with a detailed look at the Student Union preliminary budget for FY 2017-18. Ms. Kelly noted that the Student Union is anticipated to come in at \$10,493,169 in revenues for FY2016-17 and \$10,056,328 in expenses. Ms. Kelly then went on to review the proposed budget for FY 2017-18. She reviewed the various items that affect the Student Union's budget proposal which included the increase of the 14% in the FY 2017-18 budget for wages and benefits noting that this is due to full staffing levels with a minimal salary increase, the two minimum wage increases, employment of more student assistants, and the increase of medical benefits for intermittent employees working more than 30 hours per week.

Kristin Kelly explained the overall 11.72% increase in expenses for the FY 2017-18 budget noting that this increase is due to the travel expenses increasing due to more staff attending workshops, training for the new Student Union building employees, more non-profit new Student Union event programming in the Student Union, depreciation increase due to two projects being capitalized for 12 months, and the OPEB valuation completed in June 2016 which was higher than expected and the Student Union anticipates a slight increase for FY 2017-18.

Ms. Kelly noted that the Student Union will request \$7,774,169 in return of Student Fees for operations for the FY 2017-18.

C. Review of Write-Offs for FY 2016-17

Kristin Kelly informed the Board of Directors that the Student Union did not have any write-offs for FY 2016-17 to report. The CSU Audit requires write-offs to be presented annually to the Board.

D. Update of YE 2016 Tax Form 990

Kim Hagens noted that she is working on the YE 2016 Tax Form 990 and will send out instructions to view the form prior to filing the form with the Internal Revenue Service.

E. Executive Director's Annual Performance Evaluation

Ellen Middaugh noted that she has initiated the Executive Director's Annual Performance evaluation process. The members of the Board of Directors had a detailed discussion about the process including synthesizing the results of the feedback given.

Jared Garcia asked for a motion to move the meeting into Closed Session.

Rose Lee moved to approve that the meeting go into Closed Session.

Charlie Faas seconded the motion.

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

VIII. CLOSED SESSION

A. Update on Student Employee Case (Closed Session Item)

Kristin Kelly noted that she gave the Board Members an update on a student employee case.

IX. MEETING ADJOURNMENT

Jared Garcia asked for any other business to discuss. Seeing no other business to discuss, Jared Garcia asked for a motion to adjourn the April 18, 2017 Student Union Board of Directors meeting at 5:00pm.

Ellen Middaugh moved to adjourn the April 18, 2017 Student Union Board of Directors meeting at 5:00pm.

Rose Lee seconded the motion.

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