

**STUDENT UNION BOARD OF DIRECTORS
MEETING MINUTES**

FOR THE MEETING OF: December 5, 2017
4:00pm in the Student Union Meeting Room 5

Members Present: Michelle Acosta, Sonja Daniels, Charlie Faas, Rose Lee, Ariadna Manzo, Ellen Middaugh, Joseph Sandoval-Rios, Denice Serna

Members Absent: Marco Alvarado, Sameer Saran, Emily Wughalter

Non-Voting Member Present: Cathy Busalacchi

Guests Present: Amy Guerra-Smith, Cedric Woolfork, Terry Gregory, Kim Hagens, Scott Bokker

I. CALL TO ORDER

Denice Serna called the December 5, 2017 Student Union Board of Directors meeting 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 indicated that she did a visual roll call.

III. APPROVAL OF AGENDA FOR DECEMBER 5, 2017

Denice Serna asked for any changes needed to the STUDENT UNION BOARD OF DIRECTORS MEETING AGENDA FOR DECEMBER 5, 2017. Seeing no changes needed, Denice Serna asked for a motion to approve the agenda as presented.

Ellen Middaugh moved to approve the Student Union Board of Directors Meeting Agenda for December 5, 2017 as presented.

Ariadna Manzo seconded the motion.

VOTE ON THE MOTION: 6-0-0 MOTION PASSED.

IV. APPROVAL OF THE OCTOBER 17, 2017 MEETING MINUTES

Denice Serna asked for any changes needed to the STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES FOR OCTOBER 17, 2017. Seeing no changes needed, Denice Serna asked for a motion to approve the meeting minutes as presented.

Rose Lee moved to approve the Student Union Board of Directors Meeting Minutes for October 17, 2017 as presented.

Ariadna Manzo seconded the motion.

VOTE ON THE MOTION: 6-0-0 MOTION PASSED.

V. Public Forum

No one present for public forum.

Charlie Faas arrived.

VI. Executive Director's Report

Cathy Busalacchi gave the Board members a few highlights from the Executive Directors Report that was distributed to the Board members noting that the recent Easton Chan Chinese concert did not sell out however the concert was streamed live and had 5.2 million views. Ms. Busalacchi also noted that the

LaTocada show sold out at the last minute and had very high sales of food and beverages. Ms. Busalacchi also noted that the Student Union building usage is up and directed the Board members to the number of events scheduled in the Ballroom and theater for the month of November. Cathy Busalacchi also noted that the Sport Club usage numbers are astonishing with a total of 41,000 individual visits for the period of October 15th to November 20th. Cathy Busalacchi encouraged the Board members to take a few minutes to read the entire report as it details the activities of each Student Union department.

VII. AGENDA ITEMS:

A. Update on Recreation Project & Renovation of Sport Club

Cathy Busalacchi asked Scott Bokker, the Arena Associate Director, to update the Board members on the Recreation Project and the arena. Scott Bokker commented that the Student Union management toured the recreation project construction site to see the construction progress. Mr. Bokker noted that there is a meeting scheduled with FD&O to discuss signage as well as the climbing wall. Scott Bokker also noted that management is working with the Recreation staff to get an idea of where the staffing levels will need to be as well as costs for operating the new Spartan Recreation Center.

Ms. Busalacchi also noted that the renovations for the Sport Club space will most likely be cosmetic upgrades space including paint, flooring, and lighting. Ms. Busalacchi noted that the renovations for that space will start soon after the Recreation Center is done and in operations.

B. Update on Bowling Center

Cathy Busalacchi commented that the Bowling Center is moving along and anticipates that the space will be open for the first day of the spring semester. Ms. Busalacchi noted that the Recreation staff is currently hiring for the Bowling Center student positions and that the full-time manager position is currently being processed.

Joseph Sandoval-Rios arrived.

C. Winter Projects Update

Cathy Busalacchi noted that the Student Union staff will be completing various projects during the winter break vital to maintaining the facilities. Ms. Busalacchi commented that the type of projects planned are painting touch ups, deep cleaning the floors, and the Event Center will get a deep cleaning of that facility. Ms. Busalacchi also noted that the Student Union staff will work with the construction crews to help assist with the Welcome Center opening for the spring semester.

D. Presentation of Draft 1st Quarter Financials

Cathy Busalacchi presented the Board members with the first quarter financials noting that overall the Student Union is on track for the first quarter budget. Ms. Busalacchi explained that the revenue variance for the Student Affairs space is due to last year the Student Union was instructed to invoice Student Affairs quarterly whereas this year Student Affairs is paying for their Student Union spaces every six months. Ms. Busalacchi also explained that the Student Union is still in discussions with CIES regarding the rent amount and hopes to have this resolved soon.

Cathy Busalacchi also explained that the Audio Visual revenue is down due to more classes being scheduled in Morris Daily Auditorium so there are less events taking place. Ms. Busalacchi also noted another reason the Audio Visual revenue is lower is due to the reduced number of convocations to eight compared to 40 convocations in previous years.

Cathy Busalacchi noted that the Bowling Center revenues are up and explained that this is due to the Billiards Room opening in November 2016.

Ms. Busalacchi explained that the Arena income is down due to not having as many events in the arena during the first quarter but the Student Union anticipates an increase in revenues for the second quarter because there are some larger events scheduled.

Ms. Busalacchi directed the Board members to the expenses noting that the Student Union is at 33% of all operating expenses. Ms. Busalacchi noted that travel expenses are up due to an increase in staff traveling for conferences. Ms. Busalacchi also noted that the Student Union sent one of the facilities maintenance engineers to the Brunswick Bowling Mechanical School so now the Student Union has two certified Brunswick Bowling Machine mechanics on staff in preparation for the Bowling Center opening. Cathy Busalacchi explained that utilities expense is high because the Student Union has not received revenues from Spartan Shops for the first quarter but anticipates that once those monies are received the expense will decrease. Lastly, Ms. Busalacchi noted that the Event Costs and Sponsorships is higher due to the Student Union making a commitment to having the Student Union Open House and concert on an annual basis which is an expense of about \$130,000.

Sonja Daniels stepped out.

E. Approval of Revised UBS Corporate Resolutions

Cathy Busalacchi commented that due to the change of Board Chair, the UBS Corporate Resolutions need to be updated. Denice Serna asked for a motion to approve the revised UBS Corporate Resolutions.

Ellen Middaugh moved to approve the revised UBS Corporate Resolutions as presented.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION: 6-0-2 MOTION PASSED.

F. Approval of Finance Committee Chair & Vice-Chair Recommendations

Denice Serna noted that the Finance Committee recommends Marco Alvarado as Finance Committee Chair and Ariadna Manzo as Finance Committee Vice-Chair for the 2017-2018 academic year. Denice Serna asked for a motion to approve the Finance Committee recommendation of Marco Alvarado as Finance Committee Chair and Ariadna Manzo as Finance Committee Vice-Chair for the 2017-2018 academic year.

Joseph Sandoval-Rios moved to approve the Finance Committee recommendation of Marco Alvarado as Finance Committee Chair and Ariadna Manzo as Finance Committee Vice-Chair for the 2017-2018 academic year.

Rose Lee seconded the motion.

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

G. Approval of Facilities & Programs Chair & Vice-Chair Recommendations

Denice Serna noted that the Facilities & Programs Committee recommends Joseph Sandoval-Rios as Facilities & Programs Committee Chair and Marco Alvarado as Facilities & Programs Committee Vice-Chair for the 2017-2018 academic year. Denice Serna asked for a motion to approve the Facilities & Programs Committee recommendation of Joseph Sandoval-Rios as Facilities & Programs Committee Chair and Marco Alvarado as Facilities & Programs Committee Vice-Chair for the 2017-2018 academic year.

Ariadna Manzo moved to approve the Facilities & Programs Committee recommendation of Joseph Sandoval-Rios as Facilities & Programs Committee Chair and Marco Alvarado as Facilities & Programs Committee Vice-Chair for the 2017-2018 academic year as presented.

Rose Lee seconded the motion.

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

H. Approval of Updated Student Union Hospitality Policy

Cathy Busalacchi noted that the Student Union Hospitality Policy presented to the Board members is much more detailed than the current policy. Ms. Busalacchi noted that the policy is being updated to include limits around hospitality, meetings and events. And also to standardize the hospitality expenses across the corporation. Ms. Busalacchi noted that new to the policy is expenses of \$250 or more requires prior approval.

Rose Lee suggested adding the usage of alcohol in addition to tobacco. Ms. Lee also suggested adding “budgeted” in front of “hospitality expenses” on page 2 of the policy.

Denice Serna asked for a motion to approve the Updated Student Union Hospitality Policy.

Rose Lee moved to approve the Updated Student Union Hospitality Policy with the suggested changes.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION:

7-0-1

MOTION PASSED.

Sonja Daniels returned.

I. Approval of Updated Student Union Travel Policy

Cathy Busalacchi presented the Board members with the updated travel policy noting this policy is much more detailed than the current policy. Ms. Busalacchi commented that the reason for the updating of both the Hospitality and Travel policies is because the Student Union operates on student fees and it is important that the Student Union utilize these fees efficiently and transparently. Mr. Faas indicated that the University is in the process of updating their travel policy as well. Ms. Busalacchi noted that the updated policy includes restrictions to travel to the identified banned states and that this is in accordance with both the CSU and the University policies. Ms. Busalacchi noted that due to sport teams’ travel, it is important that the Student Union identify that teams needing to travel to states classified as banned for competitions will need to do so with private monies. Ms. Busalacchi also indicated that this updated policy also includes a policy for travel requests for conferences which requires the requestor to submit all the conference details as well as indicate if there is personal travel prior to or after the conference.

Denice Serna asked for a motion to approve the updated Student Union Travel Policy.

Rose Lee moved to approve the Student Union Travel Policy with the suggested changes.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION:

8-0-0

MOTION PASSED.

J. Student Success 2025 Update

Cathy Busalacchi indicated that she met with the Student Union managers in October to discuss the Student Union’s efforts towards the Student Success 2025 initiatives. Ms. Busalacchi noted that the Student Union efforts will roll out for the Spring semester and that the program requires student employees to carry a minimum of 15 units, meet with their direct supervisor at least once per semester and submit a reflection paper. In exchange, the student employee will receive a \$100.00 voucher good at the Spartan Bookstore for each semester they participate. Ms. Busalacchi noted that the student employees interested in participating will also need to sign an agreement with the Corporation. Various questions about the program were asked from the Board members including if this program is available to the Student Union Board of Directors student representatives; Cathy Busalacchi noted that it is.

K. Approval of updated Student Union, Inc. Mission Statement

Cathy Busalacchi presented the Board members with an updated Student Union, Inc. Mission Statement. Ms. Busalacchi indicated that the new statement identifies more clearly what the purpose of the Student Union is. Cathy Busalacchi noted that the Student Union staff committee worked hard on revising the mission statement and the employees feel the updated statement captures the essence of the Student Union, Inc. Denice Serna asked for a motion to approve the updated Student Union, Inc. Mission Statement as presented.

Joseph Sandoval-Rios moved to approve the updated Student Union, Inc. Mission Statement as presented.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION:

8-0-0

MOTION PASSED.

Sonja Daniels and Charlie Faas left the meeting.

Denice Serna asked for a motion to move the meeting into closed session.

Rose Lee moved to approve the meeting be moved to closed session.

Joseph Sandoval-Rios seconded the motion.

VOTE ON THE MOTION:

6-0-0

MOTION PASSED.

VIII. CLOSED SESSION

A. *Personnel Item (Closed Session)*

Cathy Busalacchi noted that she updated the Board members regarding a personnel matter.

Denice Serna asked for a motion to return the meeting to regular session.

Rose Lee moved to approve to return the meeting to regular session.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION:

6-0-0

MOTION PASSED.

IX. MEETING ADJOURNMENT

Denice Serna asked for any other business. Seeing no other business Denice Serna asked for any objections to adjourn the December 5, 2017 Student Union Board of Directors. Seeing no objections,

Denice Serna noted that the December 5, 2017 Student Union Board of Directors meeting was adjourned at 5:22pm by unanimous consensus.