

**Student Union Board of Directors  
Meeting Minutes**

**For the meeting of:** **Tuesday – May 8, 2018**  
**4:00pm in SU Meeting Room 5**

**Members Present:** Michelle Acosta, Marco Alvarado, Sonja Daniels, Charlie Faas, Ariadna Manzo, Ellen Middaugh, Joseph Sandoval-Rios, Emily Wughalter

**Non-Voting Member Present:** Cathy Busalacchi

**Members Absent:** Rose Lee, Denice Serna

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

**I. CALL TO ORDER**

Marco Alvarado facilitated the May 8, 2018 Student Union Board of Directors Meeting.

Mr. Alvarado called the May 8, 2018 Student Union Board of Directors Meeting to order at 4:06 pm in SU Meeting Room 5.

**II. ROLL CALL**

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

**III. APPROVAL OF MEETING AGENDA FOR MAY 8, 2018**

Mr. Alvarado asked for any changes needed to the May 8, 2018 Student Union Board of Directors Meeting Agenda. Seeing no changes, Mr. Alvarado asked for any objections to approve the May 8, 2018 Student Union Board of Directors Meeting Agenda as presented. Seeing no objections, Mr. Alvarado noted that the **May 8, 2018 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus.**

**IV. APPROVAL OF APRIL 10, 2018 MEETING MINUTES**

Mr. Alvarado asked for any changes needed to the April 10, 2018 Student Union Board of Directors Meeting Minutes. Seeing no changes, Mr. Alvarado asked for any objections to approve the April 10, 2018 Student Union Board of Directors Meeting Minutes as presented. Seeing no objections, Mr. Alvarado noted that the **April 10, 2018 Student Union Board of Directors Meeting Minutes were approved as presented by unanimous consensus.**

**V. PUBLIC FORUM**

No one was present for public forum.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Ms. Busalacchi gave the Board members several updates regarding the corporations departments highlighting the Club Sports Programs. Ms. Busalacchi noted that Club Sports did their annual awards night last week. Cathy Busalacchi noted that Club Sports now has over 700 students participating with over 30 various club sport teams. Ms. Busalacchi noted that the campus has approved a new food vendor which will start in July 2018.

**VII. AGENDA ITEMS**

**A. Finance Committee**

**1. Tax Form 990 Filing for YE June 30, 2017**

Ms. Hagens noted that management is getting ready to file the Tax Form 990 for Year End June 30, 2017. Ms. Hagens noted that a notification was sent to the Board Members giving them an opportunity to review the form prior to filing.

**2. Approval of Final Budget for FY 2018-2019**

Ms. Busalacchi gave the Board of Directors a brief overview of the proposed budget for FY 2018-2019. Ms. Busalacchi noted that the proposed budget was presented to the Finance Committee two separate times. Ms. Busalacchi noted that the Finance Committee recommends the Board of Directors approve the following recommendations.

**a. Approval of Revenues & Expenses for FY 2018-2019**

Mr. Alvarado asked for a motion to approve \$13,691,569 in Revenues and Expenses for FY 2018-2019 as presented.

**Charlie Faas motioned to approve \$13,691,569 in Revenue and Expenses for FY 2018-2019 as presented.**

**Joseph Sandoval-Rios seconded the motion.**

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

**b. Approval of the Return of Student Fees to Support Operations for FY 2018-2019**

Mr. Alvarado asked for a motion to approve the return of \$9,376,313 of Student fees to support operations for FY 2018-2019.

**Sonja Daniels moved to approve the return of \$9,376,313 of Student fees to support operations for FY 2018-2019.**

**Joseph Sandoval-Rios seconded the motion.**

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

**c. Approval of the Capital Projects for FY 2018-2019 from Local Reserves**

Mr. Alvarado asked for a motion to approve \$505,655 for special projects for FY 2018-2019 from Local Reserves.

**Emily Wughalter moved to approve \$505,655 for special projects for FY 2018-2019 from Local Reserves.**

**Ellen Middaugh seconded the motion.**

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

**B. Audit Committee**

**1. Approval of RSM US LLP fees for FY 2017-18 Financial Audit**

Ariadna Manzo reported to the Board Members that the Audit Committee met with RSM US LLP. Ms. Manzo noted that the Audit Committee was presented with the engagement letter from RSM and were given the details about the financial audit for FY 2017-2018. Ms. Manzo noted that the Audit committee recommends the Board approve the RSM US LLP fees for the FY 2017-2018 Financial Audit.

Mr. Alvarado asked for a motion to approve the Audit Committee's recommendation to approve RSM US LLP to complete the financial audit for FY 2017-2018 as well as the fee.

**Ariadna Manzo moved to approve RSM US LLP to complete the financial audit for FY 2017-2018 as well as the fee.**

**Joseph Sandoval-Rios seconded the motion.**

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

Mr. Alvarado asked for a motion to move the meeting to closed session.

**Emily Wughalter motioned to move the meeting to closed session.**

**Sonja Daniels seconded the motion.**

**VOTE ON THE MOTION:**

**8-0-0**

**MOTION PASSED.**

## **VIII. CLOSED SESSION ACTION ITEMS**

### **A. Personnel Committee**

#### **1. *Approval of Executive Director's Annual Performance Review (Closed Session)***

Mr. Alvarado noted that the Board of Directors were presented with the Executive Director's Annual Performance Review by the Personnel Committee. Mr. Alvarado noted that the Personnel Committee recommended that the Board of Directors approve the Executive Director's Annual Performance Review as presented. Mr. Alvarado noted that he asked for a motion to approve the Executive Director's Annual Performance Review as presented.

**Ellen Middaugh moved to approve the Executive Director's Annual Performance Review as presented.**

**Joseph Sandoval-Rios seconded the motion.**

**VOTE ON THE MOTION:**

**7-0-0**

**MOTION PASSED.**

Mr. Alvarado noted that he asked for any objections to move the meeting back to regular session.

Seeing no objections, Mr. Alvarado noted that **the meeting was back in regular session by unanimous consensus.**

## **IX. MEETING ADJOURNMENT**

Mr. Alvarado asked for any other business to discuss. Seeing no other business to discuss, Marco Alvarado asked for any objections to adjourn the meeting. Seeing no objections to adjourn the meeting, Mr. Alvarado noted that the **May 8, 2018 Board of Directors Meeting was adjourned at 5:00pm by unanimous consensus.**