

**STUDENT UNION BOARD OF DIRECTORS
FINANCE COMMITTEE
MEETING MINUTES**

November 29, 2016

3:00 pm in the Student Union Meeting Room 5

Members Present: Héctor Perea, Charlie Faas, Cathy Busalacchi, Kristin Kelly
Members Absent: Denice Serna, Kim Hagens
Guests Present: Amy Guerra-Smith

Call to Order

Héctor Perea called the November 29, 2016 Finance Committee Meeting to order at 3:04 pm in the Student Union Meeting Room 5.

Approval of November 29, 2016 Finance Meeting Agenda

Héctor Perea asked for any changes needed to the November 29, 2016 Finance Committee Meeting Agenda. Seeing no changes needed, Héctor Perea asked for any objections to approve the November 29, 2016 Finance Committee Meeting Agenda as presented. Seeing no objections, Héctor Perea noted that the **November 29, 2016 Finance Committee Meeting Agenda was approved as presented by unanimous consensus.**

Approval of October 18, 2016 Finance Meeting Minutes

Héctor Perea asked for any changes needed to the October 18, 2016 Finance Committee Meeting Minutes. Seeing no changes needed, Héctor Perea asked for any objections to approve the October 18, 2016 Finance Committee Meeting Minutes as presented. Seeing no objections, Héctor Perea noted that the **October 18, 2016 Finance Committee Meeting Minutes were approved as presented by unanimous consensus.**

A. Presentation of 1st Quarter Financials

Cathy Busalacchi noted that 1st Quarter is a challenge to estimate because of a delay with some of the bills. Charlie Faas suggested to show the 1st Quarter budget compared to the actual annual from the previous year. Charlie Faas noted that year-to-year budget should reflect any of the company's happenings over the course of the year.

Cathy Busalacchi commented that the Student Union collected less student fees and that the Student Union building expenses were more than what was anticipated. Cathy Busalacchi commented that the utility bills could change the financial landscape and anticipates it will affect the Student Union actuals as well as the FY2017-18 Budget.

B. Approval of Revised UBS Corporate Resolutions

Kristin Kelly explained that due to the change of Chair for the Student Union Board of Directors, the UBS Corporate Resolutions are required to be updated. Ms. Kelly noted that the Student Union will present this to the Board for approval at the December 6, 2016 meeting as well.

Héctor Perea moved to approve the revised UBS Corporate Resolutions as presented.

Charlie Faas seconded the motion.

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

C. Update on ADA Report

Cathy Busalacchi noted that the ADA Study is published. Ms. Busalacchi noted that the Student Union will need to address some findings. One of the findings pertains to the requirement that all items that protrude from the wall four (4) inches or more need to be recessed into the wall or moved to a height of eighty (80) inches or higher. Because the AEDs are required to be accessible (lower than eighty inches) and portable, all the AEDs will need to be recessed. Ms. Busalacchi noted that the Student Union is also adjusting the televisions in the Starbucks lounge area so that they are higher than the required eighty (80) inches.

D. Winter Projects Update

Cathy Busalacchi noted that the Student Union plans to work on several projects over the winter break. Projects consisting of replacing lights, cleaning up wall scuffs by either cleaning or by repainting, cleaning furniture, and floors. Cathy noted there are certain areas where the wear and tear is evident and needs to be fixed. Cathy Busalacchi noted that the Student Union usually shampoos the carpets and soft furniture twice a year.

E. Additional Finance Updates

Cathy Busalacchi noted that the minimum wage will increase to \$10.50 in San Jose effective January 1, 2017 which will affect the budget minimally.

Cathy Busalacchi noted there was a Fair Labor Standards Act regulation that came out regarding exempt and non-exempt employees. Ms. Busalacchi explained that if a company has an employee who is considered a manager who oversaw employees and who had overtime, the company is liable to pay the manager time and a half overtime. Ms. Busalacchi noted that the Student Union has instituted this policy effective July 2016. Since then, the Chancellor's Office has mandated a stop and asked to hold off on any further actions.

Héctor Perea asked if existing employees would earn more due to the minimum wage increase.

Cathy Busalacchi noted that the Student Union revised the wage scale several years ago and since then the Student Union has updated the wage scale and its policies. Ms. Busalacchi noted that since the increase is minimal, this would only effect employees making less than \$10.50 per hour.

Cathy Busalacchi explained that the Student Union has been overseeing Club Sports since 2005.

Ms. Busalacchi noted that in the beginning there were 17 Club Sports teams and Club Sports was given \$125,000 per year to help pay for expenses of uniforms, insurance and travel. However now, there are over 30 teams and the \$125,000 per year is not enough. Cathy Busalacchi explained that the Student Union managers work with the teams to plan their budgets and the teams are required to present their budgets. The teams are awarded points and based on the number of points the teams earn will determine the amount of money the team will get for the next year. Cathy Busalacchi noted that the Student Union needs to either fund the Club Sports program or ask the University to increase the IRA fee since the Club Sports program uses more than \$125,000 per year. The Finance Committee discussed the field usage at south campus.

Meeting Adjournment

Héctor Perea asked for any other business to discuss. Seeing no other business to discuss, Héctor Perea asked for any objections to adjourn the November 29, 2016 Finance Committee Meeting at 3:40pm. Seeing no objections, Héctor Perea noted that the **November 29, 2016 Finance Committee Meeting was adjourned at 3:40pm by unanimous consensus.**