

**STUDENT UNION, INC. of SJSU BOARD OF DIRECTORS
MEETING MINUTES**

For the meeting of: September 22, 2015
4:00PM in the SU-West Faculty/Staff Dining Room

Voting Members Present: LooLoo Amante, Reginald Blaylock, Michael Daniels, Inderpal Kaur, Josee Larochele, Rose Lee, Anna Santana, Laura Sullivan-Green, Christian Timbol

Voting Members Absent: Emily Wughalter

Non-Voting Members Present: Cathy Busalacchi

Guests Present: Amy Guerra-Smith, Kristin Kelly, Kim Hagens, Terry Gregory, Jerry Darrell, Caryn Collopy, Lisa Wilson (McGladrey), Matt Giorgio (McGladrey), Shriel Deogracias

I. CALL TO ORDER

Christian Timbol chaired the meeting. Christian Timbol called the September 22, 2015 Student Union Board of Directors Meeting to order at 4:09pm in the Faculty/Staff Dining Room in the Student Union West building.

II. ROLL CALL

Christian Timbol asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she did a visual roll call.

III. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 22, 2015

Christian Timbol asked for any changes needed to the September 22, 2015 Board of Directors Meeting Agenda. Cathy Busalacchi asked to move agenda item number 8 to the first on the list. Christian Timbol asked for any objections to approve the September 22, 2015 Board of Directors Meeting Agenda with the requested change to move Agenda Item number 8 to Agenda Item number 1. Seeing no objections, Christian Timbol noted that the **September 22, 2015 Board of Directors Meeting Agenda with the requested change to move Agenda Item number 8 to Agenda Item number 1 was approved by unanimous consensus.**

IV. APPROVAL OF MAY 12, 2015 BOARD MEETING MINUTES

Christian Timbol asked for any changes needed to the May 12, 2015 Board of Directors Meeting Minutes. Seeing no changes needed to the May 12, 2015 Board of Directors Meeting Minutes, Christian Timbol asked for a motion to approve the May 12, 2015 Board of Directors Meeting Minutes as presented.

Reginald Blaylock moved to approve the May 12, 2015 Board of Directors Meeting Minutes as presented.

Josee Larochele seconded the motion.

VOTE ON THE MOTION

6-0-2

Motion Passed.

V. PUBLIC FORUM

No one was present for the public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi directed the Board Members to pages 8, 9, and 10 of the Executive Director's report noting that the list is the accomplishments that the Student Union Graphics and Marketing Team did over the summer months to prepare for the events in the Fall semester. Ms. Busalacchi noted that all the materials listed were for Student Union events across the organization. Ms. Busalacchi also noted that each Board Member has a copy of the Spartan Recreation Guide which lists all the events for the Fall semester for Sport Club, Club Sports, and Spartan Recreation. Lastly Ms. Busalacchi noted that each Board Member has a copy of the Club Sports newsletter. Ms. Busalacchi encouraged the Board Members to read it when time permits.

VII. AGENDA ITEMS:

1. Approval of June 30, 2015 YE Audited Financials

Christian Timbol asked Lisa Wilson and Matt Giorgio of McGladrey to present the June 30, 2015 YE Audited Financials. Lisa Wilson went over several pages in the "final draft" version of the Audited Financials. Included in her presentation were highlights from the Management's Discussion and Analysis, Condensed Summary of Net Position, Income Statement, and Investments make up in Note 3.

LooLoo Amante arrived.

Ms. Wilson noted that McGladrey issued an unqualified opinion which means that the financial statements are fairly and appropriately presented and are materially correct. Ms. Wilson also noted that McGladrey does not test 100% of all transactions but rather tests a sample and tests significant transactions. Ms. Wilson concluded her presentation by opening the conversation to any questions.

Ms. Amante inquired, based on the review of the audit, what is our fiscal standing and does it include recommendations on policies that need to be revised or implemented? Ms. Wilson noted that McGladrey issued an unqualified opinion and that shows the financial statements are good and materially correct. Lisa Wilson also noted that McGladrey did look at the controls of the organization as they were going through the audit. Ms. Wilson noted that McGladrey did make a recommendation to the Audit Committee about controls over cash receipts related to the Box Office area. Ms. Wilson noted that the policies in place were not being followed as written and that allowed for deposits not being handled correctly. McGladrey has recommended to the Audit Committee about tightening up the already existing policy to be more consistent as to what is expected to be done. Ms. Wilson concluded that McGladrey did not find any other control deficiencies within the organization.

Dr. Blaylock inquired what areas specifically did McGladrey test? Ms. Wilson noted that the testing isn't necessarily driven by area but more so by significant line items on the income statement. Christian Timbol asked for a motion to approve the June 30, 2015 YE Audited Financials as presented.

Laura Sullivan-Green moved to approve the June 30, 2015 YE Audited Financials as presented.

Loo Loo Amante seconded the motion.

VOTE ON THE MOTION:

9-0-0

Motion Passed.

2. Approval of Recommendation of Audit Committee Chair and Vice Chair

Anna Santana noted that the Audit Committee recommends the Board approve Michael Daniels as Vice Chair and herself as Chair of the Audit Committee. Christian Timbol asked for a motion to approve the Audit Committee recommendation of Anna Santana as Chair and Michael Daniels as Vice Chair of the Audit Committee.

Rose Lee moved to approve the Audit Committee recommendation of Anna Santana as Chair and Michael Daniels as Vice Chair of the Audit Committee as presented.

Josee Larochelle seconded the motion.

VOTE ON THE MOTION:

9-0-0

Motion Passed.

3. Capital Project Updates Student Union Expansion & Renovation Project Update

a. Branding/Design Project Update

b. Recreation Center Update

Cathy Busalacchi noted that the new projected date for the Student Union building completion is now sometime between December 5th and December 21st. Cathy Busalacchi also informed the Board members that the Student Union has had several issues with water in the elevator shaft, security and lock issues, and HVAC issues. Ms. Busalacchi also noted that the updated construction costs for the Bowling Center are now at \$833,000 in addition to the cost of the pinsetters. Michael Daniels inquired when the Bowling Center was expected to open again. Cathy Busalacchi commented that the construction project management team anticipates the Bowling Center to be open in late spring semester.

Cathy Busalacchi gave the Board Members a short presentation on the Recreation center. Ms. Busalacchi noted the pictures that are being shown are conceptual and explained that the space design will probably change during the course of the planning. The Board Members asked various questions pertaining to the Recreation Center project. Some of the questions asked were: Who is the architect? Ms. Busalacchi noted that Gensler is the architect.

Are there any other CSUs that have used Gensler? Ms. Busalacchi replied that yes, there are other CSUs that have used Gensler.

Will there be gender-neutral bathrooms? Ms. Busalacchi explained that there will be some gender-neutral bathrooms.

Will the structure have a green roof? Ms. Busalacchi explained that the structure will not have a green roof due to costs.

How many students can be accommodated in the space? Ms. Busalacchi noted that the cardio and weight room space is about 20,000 square feet.

Laura Sullivan-Green left.

4. Table Space Location Update

Cathy Busalacchi informed the Board Members that FD & O has completed the table space markers on the 7th Street Plaza. Ms. Busalacchi noted that the markers are medallions with numbers on them and are embedded in the ground along the 7th Street Plaza. Ms. Busalacchi noted that this was a collaboration with Student Union Event Services and FD&O in an effort to limit the tabling on campus to 7th Street Plaza. Ms. Busalacchi informed the Board members that table space can now be reserved like a room would be through Event Services. The customer will be assigned a numbered space.

5. Approval of Recommendation of Facilities & Programs Committee Chair and Vice Chair

Michael Daniels reported that the Facilities & Programs Committee met and recommends the Board to approve himself as Chair and Christian Timbol as Vice Chair of the Facilities & Programs Committee.

Christian Timbol asked for a motion to approve the Facilities & Programs Committee recommendation of Michael Daniels as Chair and Christian Timbol as Vice Chair of the Facilities & Programs Committee.

Josee Larochelle moved to approve the Facilities & Programs Committee recommendation of Michael Daniels as Chair and Christian Timbol as Vice Chair of the Facilities & Programs Committee.

LooLoo Amante seconded the motion.

VOTE ON THE MOTION:

8-0-0

Motion Passed.

6. Approval of Employer Medical Contributions for 2016 and CALPERS Resolutions

Josee Larochelle presented the Board Members with the Employer Medical Contributions for 2016 and the CALPERS Resolutions noting that the Employer Medical Premium Contributions for 2016 was approved by the Finance Committee. Ms. Busalacchi explained the employer and employee contributions to the Board members noting that the Student Union Employer Medical Premium Contributions are comparable to the State and are about 9.2% for a couple of plans. Ms. Busalacchi also commented that the auxiliary health premium rates are higher compared to what the state offers. Ms. Busalacchi also commented that the Finance Committee recommends the Board to approve the Employer Medical Contributions for 2016 and CALPERS Resolutions. Reginald Blaylock inquired what the impact is on the retiree portion? Ms. Busalacchi responded that the impact is about \$14,000 for employees and retirees. Christian Timbol asked for a motion to approve the Employer Medical Contributions for 2016 and CALPERS Resolutions.

Josee Larochelle moved to approve the Employer Medical Contributions for 2016 and CALPERS Resolutions as presented.

LooLoo Amante seconded the motion.

VOTE ON THE MOTION:

8-0-0

Motion Passed.

7. Approval of Recommendation for Finance Committee Chair and Vice Chair

Josee Larochelle informed the Board members that the Finance Committee recommends to approve LooLoo Amante as Chair and Josee Larochelle as Vice Chair of the Finance Committee. Christian Timbol asked for a motion to approve the recommendation of LooLoo Amante as Chair and Josee Larochelle as Vice Chair of the Finance Committee as presented.

Rose Lee moved to approve the recommendation of LooLoo Amante as Chair and Josee Larochelle as Vice Chair of the Finance Committee as presented.

Inderpal Kaur seconded the motion.

VOTE ON THE MOTION:

8-0-0

Motion Passed.

8. Approval of Recommendation of Student-at-Large Appointment(s)

Inderpal Kaur, Chair of the Personnel Committee, noted that the Personnel Committee met and interviewed Shriel Deogracias for the vacant Student-at-Large appointment. Ms. Kaur asked Mr. Deogracias to give a brief introduction of himself. Mr. Deogracias gave the Board Members a brief introduction. Inderpal Kaur noted that the Personnel Committee recommends that the Board approve Shriel Deogracias as a student-at-large representative. Christian Timbol asked for a motion to approve the Personnel Committee recommendation of Shriel Deogracias as a student-at-large representative.

Michael Daniels moved to approve the Personnel Committee recommendation of Shriel Deogracias as a student-at-large representative.

Reginald Blaylock seconded the motion.

VOTE ON THE MOTION

8-0-0

Motion Passed.

9. Approval of Recommendation of Personnel Committee Chair and Vice Chair

Inderpal Kaur informed the Board members that the Personnel Committee recommends to approve herself as Chair and Laura Sullivan-Green as Vice Chair of the Personnel Committee.

Christian Timbol asked for a motion to approve the recommendation to approve Inderpal Kaur as Chair and Laura Sullivan-Green as Vice Chair of the Personnel Committee as presented.

LooLoo Amante moved to approve the recommendation to approve Inderpal Kaur as Chair and Laura Sullivan-Green as Vice Chair of the Personnel Committee as presented.

Josee Larochelle seconded the motion.

VOTE ON THE MOTION

8-0-0

Motion Passed.

Inderpal Kaur left.

10. Approval of Sick Pay for Non-Benefited Employees Policy

Cathy Busalacchi informed the Board members that the policy states that any employee who works 30 days or more in a year is given up to 24 hours of paid sick leave for the year. Cathy Busalacchi noted that a good portion of the Student Union work force is student employees who are paid through the state Human Resources so the Student Union reimburses the state. Ms. Busalacchi noted that this policy will only affect our hourly intermittent employees, which are about 60 or so. Ms. Busalacchi also noted that the Student Union anticipates this policy will have a financial impact of \$20,000. Christian Timbol asked for a motion to approve the Sick Pay for Non-Benefited Employees Policy as presented.

Rose Lee moved to approve the Sick Pay for Non-Benefited Employees Policy as presented.

LooLoo Amante seconded the motion.

VOTE ON THE MOTION

7-0-0

Motion Passed.

11. Background Checks for both Full-time, Intermittent Employees, and Students

Cathy Busalacchi noted that the CSU Chancellor's Office now mandates that campuses conduct background checks on all employees in positions that deal with sensitive information, handle money, who interact with minors, responsible for the care and safety of others, those who have access to hazardous materials and control data systems and security. Ms. Busalacchi noted that most of our employees fall into one of these categories. Ms. Busalacchi noted that the maximum impact to the Student Union is estimated at \$6000.

Ms. Busalacchi commented that on a different note, she spoke with an attorney about the medical benefits for employees who work on average of 30 hours a week. Ms. Busalacchi noted that the policy will not go into effect until 2016.

Christian Timbol asked for a motion to move the meeting to Closed Session.

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

LooLoo Amante seconded the motion.

VOTE ON THE MOTION

7-0-0

Motion Passed.

VIII. CLOSED SESSION ITEMS

1. Discussion of Financial Concern within Box Office

Cathy Busalacchi reported that she gave an update to the Board members regarding the Box Office Financial concerns.

2. Other Personnel Concerns

Cathy Busalacchi reported that she gave an update to the Board members regarding other personnel concerns.

Christian Timbol asked for any objections to approve to moving the meeting back to regular session. **Seeing no objections, Christian Timbol noted the meeting was back in regular session by unanimous consensus.**

IX. ANNUAL HOUSEKEEPING

1. Conflict of Interest Statements

Amy Guerra-Smith asked Board Members to please read, sign and date the Conflict of Interest Statements and return them to her.

2. Board Roster Information

Amy Guerra-Smith asked the Board Members to review the information that is provided in the Board roster. Amy Guerra-Smith asked Board Members to correct any incorrect information or fill in any missing information on the Board roster.

X. MEETING ADJOURNMENT

Christian Timbol asked for any other business to conduct. Seeing no other business to conduct, Christian Timbol asked for any objections to adjourn the meeting. Seeing no objections, Christian Timbol noted that the **September 22, 2015 meeting was adjourned at 5:38pm by unanimous consensus.**