

**Student Union Board of Directors  
Meeting Minutes**

**For the meeting of:** **Tuesday – September 18, 2018**  
**4:00pm in SU Meeting Room 5**

**Members Present:** Marco Alvarado, Sonja Daniels, Ariadna Manzo, Ellen Middaugh (by telephone conference), Joseph S. Rios, Rose Lee

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

**Members Absent:** Charlie Faas, Emily Wughalter

**Guests Present:** Amy Guerra-Smith, Cedric Woolfork, Kim Hagens, Matt Giorgio, Katrina Festejo, Antonio Bustamante

**I. CALL TO ORDER**

Marco Alvarado facilitated the September 18, 2018 Student Union Board of Directors Meeting. Marco Alvarado called the September 18, 2018 Board of Directors Meeting to order at 4:09pm in the Student Union Meeting Room 5.

**II. ROLL CALL**

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

**III. APPROVAL OF MEETING AGENDA FOR SEPTEMBER 18, 2018**

Marco Alvarado asked for any changes needed to the SEPTEMBER 18, 2018 BOARD OF DIRECTORS MEETING AGENDA. Cathy Busalacchi requested to add an information item at the end of the agenda items in section VII. Marco Alvarado asked for any objections to approve the SEPTEMBER 18, 2018 BOARD OF DIRECTORS MEETING AGENDA with the requested changes. Seeing no objections, Marco Alvarado noted that the **SEPTEMBER 18, 2018 BOARD OF DIRECTORS MEETING AGENDA was approved with the requested changes by unanimous consensus.**

**IV. APPROVAL OF MAY 8, 2018 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES**

Marco Alvarado asked for any changes to the MAY 8, 2018 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES. Seeing no changes needed, Marco Alvarado asked for any objections to approve the MAY 8, 2018 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES as presented. Seeing no objections, Mr. Alvarado noted that the **MAY 8, 2018 STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES were approved as presented by unanimous consensus.**

**V. PUBLIC FORUM**

No one present for Public Forum.

## VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi gave the Board members several project updates highlighting that the Student Union is working with Chartwells to bring a food and pub concept called Lane 15 to the Student Union Bowling Center targeting opening in Spring 2019.

Ms. Busalacchi also noted that the Student Union is currently working on completing MOUs for IRA Fee and SSETF fees for the Club Sports and Intramurals programs, for the usage of South Campus Softball field by Club Sports and the Intramurals programs, Chartwells for the delineation of responsibilities and chargebacks for custodial, facilities maintenance, utilities, and policies and procedures for specific operational items. In addition the Student Union is currently in negotiation with Athletics regarding the usage and rental amount for the SRAC and Event Center.

Ms. Busalacchi also noted that the Student Union recently hired an Outdoors Adventures Coordinator, a new SU Events Coordinator, a Facilities Technician, a Club Sports Office and Travel Assistant. Ms. Busalacchi noted that the following positions have been posted and are actively recruiting: Aquatics Supervisor, Spartan Recreation Marketing Specialist, Box Office Supervisor, Payroll Assistant, and another Facilities Technician.

Cathy Busalacchi also noted that the Student Union is also working on a few future projects like a proposal for Health Benefit Rates for 2020; working with the Finance Committee to present on the types of reserves the Student Union has and the monies needed as the facilities the Student Union oversees continue to grow; continued recruiting for the new Spartan Recreation and Aquatics Center; and beginning to consider ideas for the Event Center arena renovations.

## VII. AGENDA ITEMS

### a. **Approval of Student Union Board of Directors Chair and Vice-Chair for AY 2018-2019**

Marco Alvarado asked for any nominations for the Student Union Board of Directors Chair for AY 2018-2019. Marco Alvarado nominated Joseph S. Rios as the Chair of the Student Union Board of Directors for AY 2018-2019. Mr. Rios accepted the nomination.

Mr. Rios nominated Mr. Alvarado as Vice-Chair of the Student Union Board of Directors for AY 2018-2019. Mr. Alvarado accepted the nomination.

Mr. Alvarado asked for any objections to approve the nominations of Mr. Rios as Chair and Mr. Alvarado as Vice Chair of the Student Union Board of Directors for AY 2018-2019.

Seeing no objections, Mr. Alvarado noted that **the nominations of Mr. Rios as Chair and Mr. Alvarado as Vice Chair of the Student Union Board of Directors for AY 2018-2019 were approved as presented by unanimous consensus.**

### b. **Approval of June 30, 2018 YE Audited Financials**

Rose Lee informed the members of the Board of Directors that the Audit Committee members met last week with the auditors who gave the Audit Committee members a detailed presentation of the draft June 30, 2018 YE Audited Financials report. Ms. Lee introduced Mr. Matt Giorgio and asked Mr. Giorgio to give the members of the Board of Directors an overview of the highlights of the June 30, 2018 YE Audited Financials report. Mr. Giorgio noted that the biggest change throughout the report is due to the adoption of the GASB 75 accounting standard.

**Marco Alvarado asked for a motion to approve the Audit Committee recommendation to approve the June 30, 2018 YE Audited Financials report as presented.**

**Sonja Daniels moved to approve the Audit Committee recommendation to approve the June 30, 2018 YE Audited Financials report as presented.**

**Rose Lee seconded the motion.**

**VOTE ON THE MOTION:**

**5-0-0**

**MOTION PASSED.**

**c. Approval of the Personnel Committee Recommendations for Student-At-Large Candidates**

Joseph Rios informed the members of the Board that the Personnel committee met and interviewed two candidates for the vacant student-at-large positions. Mr. Rios asked both candidates to give the Board members a brief introduction of themselves.

Ms. Katrina Festejo introduced herself and indicated to the Board members why she is interested in being a student-at-large representative for the Student Union Board of Directors.

Mr. Antonio Bustamante introduced himself and indicated to the Board members why he is interested in being a student-at-large representative for the Student Union Board of Directors.

Ariadna Manzo arrived bringing the voting count to 6 total.

**Mr. Alvarado asked for a motion to approve the Personnel Committee recommendations of Ms. Katrina Festejo and Mr. Antonio Bustamante as Student Union Board of Directors student-at-large representatives as presented.**

**Joseph Rios moved to approve the Personnel Committee recommendations of Ms. Katrina Festejo and Mr. Antonio Bustamante as Student Union Board of Directors student-at-large representatives as presented.**

**Rose Lee seconded the motion.**

**VOTE ON THE MOTION: 5-0-1 MOTION PASSED.**

**d. Approval of 2019 Employer Medical Premium Contributions**

Cathy Busalacchi informed the members of the Board about the changes in the CALPERS Employer Medical Premium contributions noting that rates have increased for Blue Shield Traditional and Blue Shield Choice. Ms. Busalacchi also noted that Blue Shield Access is no longer servicing the counties of San Mateo, Santa Clara, and San Francisco. Ms. Busalacchi noted that this is significant because it affects about 7 full-time employees. Ms. Busalacchi noted that the Student Union recommends that the Board approve the 2018 Employer Medical Premium contribution rates to remain for 2019. Ms. Busalacchi also indicated that the Student Union will examine other alternatives to help employees with medical insurance and that the Student Union will do a detailed financial analysis to illustrate what the financial impact of changing the medical contributions for the staff.

**Mr. Alvarado asked for a motion to approve the Student Union recommendation to apply the 2018 Employer Medical Premium Contributions Rates for 2019.**

**Joseph Rios moved to approve the Student Union recommendation to apply the 2018 Employer Medical Premium Contributions Rates for 2019 as presented.**

**Sonja Daniels seconded the motion.**

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

**e. Student Success 2025 Initiative**

Ms. Busalacchi informed the Board Members that the Student Union instituted a student success program in support of the Student Success 2025 initiative for its student employees. Ms. Busalacchi noted that at this time there are at total of 56 students who have agreed to participate in the program. Ms. Busalacchi explained to the Board members what the program entails noting the commitment of the Student Union to the students which are providing a \$250 book voucher at Spartan Bookstore for the specified semester, manager to meet with the student a minimum of one time to discuss classes, any problems that they are having with each classes, grades, testing, and progress towards their degree. Provide the student with available campus resources and important dates: advising, writing labs, bursar concerns, financial available, "handshake" and attend workshops and videos on top skills employers want to see on a resume, how to articulate transferable skills, how to write

accomplishment statements, marketing their skills for success. In return, the students commit to carrying a minimum of 15 units per semester towards their GE or major, unless the major requirement is different (providing proof of enrollment into classes); they use My Roadmap that determines your course to graduation, My Scheduler, agree to meet with their manager or supervisor to talk about classes and progress towards graduation and to when class problems arise so that we can help direct them to the correct resource, keep their employment with the Student Union for the academic year, and lastly, write a reflection paper at the end of each semester on their academics and one life skill they applied that semester while working with the Student Union.

Ms. Busalacchi noted that the Student Union will keep the Board members updated on the progress of this program.

## **VIII. ANNUAL HOUSEKEEPING**

### **1. 2018-2019 AY Meeting Schedule**

Amy Guerra-Smith noted that the 2018-2019 AY Meeting schedule is included in the meeting packets. Ms. Busalacchi noted that due to class conflicts, the Board meetings will now start at 4:25pm instead of at 4:00pm.

### **2. Conflict of Interest Statements**

Amy Guerra-Smith asked the Board members to read, sign and date the Certification of Non-Conflict of Interest and to return the signed certificate to her prior to leaving the meeting.

### **3. Board Roster Information**

Ms. Guerra-Smith indicated that a Board Member Roster is going around. Ms. Guerra-Smith asked that all Board members either update the information already filled in or fill in their information as requested.

### **4. SUBOD Sub-Committee Sign Ups**

Amy Guerra-Smith asked the Board members to sign up for a minimum of one Student Union Board of Directors sub-committee on the Sub-Committee sign-up sheet that is being passed around.

## **IX. MEETING ADJOURNMENT**

Marco Alvarado asked for any other business to discuss. Seeing no other business to discuss, Mr. Alvarado asked for any objections to adjourn the meeting. Seeing no objections, Mr. Alvarado noted that the **September 18, 2018 Student Union Board of Directors meeting at 4:54pm by unanimous consensus.**