

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

FOR THE ANNUAL MEETING

**October 23, 2018 at 4:30pm
Student Union Meeting Room 5**

Voting Members Present: Sonja Daniels, Charlie Faas, Rose Lee, Ariadna Manzo, Ellen Middaugh, Joseph Sandoval-Rios, Emily Wughalter, Katrina Festejo, Antonio Bustamante

Voting Members Absent: Marco Alvarado

Non-Voting Member Present: Cathy Busalacchi

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

I. CALL TO ORDER

Joseph Sandoval-Rios called the October 23, 2018 Student Union Board of Directors meeting to order at 4:30pm in the Student Union Meeting Room 5.

II. ROLL CALL

Joseph Sandoval-Rios asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she completed a visual roll call.

III. APPROVAL OF MEETING AGENDA FOR OCTOBER 23, 2018

Joseph Sandoval-Rios asked for any changes needed to the October 23, 2018 Student Union Board of Directors Meeting Agenda. Seeing no changes needed, Joseph Sandoval-Rios asked for any objections to approving the October 23, 2018 Student Union Board of Directors Meeting Agenda as presented. Seeing no objections, Mr. Sandoval-Rios noted that **the October 23, 2018 Student Union Board of Directors Meeting Agenda was approved as presented by unanimous consensus**.

IV. APPROVAL OF SEPTEMBER 18, 2018 BOARD MEETING MINUTES

Joseph Sandoval-Rios asked for any changes needed to the September 18, 2018 Student Union Board of Directors Meeting Minutes. Seeing no changes needed, Joseph Sandoval-Rios asked for any objections to approving the September 18, 2018 Student Union Board of Directors Meeting Minutes as presented. Seeing no objections, Mr. Sandoval-Rios noted that **the September 18, 2018 Student Union Board of Directors Meeting Minutes was approved as presented by unanimous consensus**.

V. PUBLIC FORUM

No one was present for public forum.

VI. EXECUTIVE DIRECTOR'S REPORT

Cathy Busalacchi informed the Board of Directors of the various events happening within the corporation noting that the free student concert is on Thursday, October 25th in the Event Center. Ms. Busalacchi noted that if any of the Board members would like to attend to send her an email. Ms. Busalacchi also informed the Board members on the various construction projects that are happening.

VII. AGENDA ITEMS:

A. Approval of Finance Committee Recommendations for Chair and Vice Chair for AY 2018-2019

Ariadna Manzo informed the Board members that the Finance Committee met and suggest the Board recommend Marco Alvarado as Finance Committee chair and herself as Vice Chair for the 2018-2019 Academic Year.

Mr. Sandoval-Rios asked for a motion to approve the Finance Committee's recommendation of Marco Alvarado as Finance Committee chair and Ariadna Manzo as Vice Chair for the 2018-2019 Academic Year.

Ellen Middaugh moved to approve the Finance Committee's recommendation of Marco Alvarado as Finance Committee chair and Ariadna Manzo as Vice Chair for the 2018-2019 Academic Year as presented.

Sonja Daniels seconded the motion.

VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

B. Presentation of Fund 73000 and 74000

Cathy Busalacchi noted that at the last Board of Directors meeting one of the Board members asked to see where the fees collected and held by the University, how much money is currently in these funds. Ms. Busalacchi presented the Board members with the current balances of the 73000 and 74000 funds. Ms. Busalacchi noted that these funds are the student fees collected and held by the University. In 2017, the University designated the remainder of the funds because it was required by the Chancellor's Office. This has not been done for 2018.

C. Review of Current Reserve Levels and Policies

Ms. Busalacchi also informed the Board members of the current CSU Reserve recommendations noting that the Student Union currently does not have a Reserve policy in place. Ms. Busalacchi noted that the Student Union asks the Board to consider having the Finance Committee create a Reserve Policy that is aligned with the CSU Reserve recommendations. Ms. Busalacchi also noted that this will most likely be a finding in the CSU Audit that is currently happening.

D. Approval of Personnel Committee Recommendations of Chair and Vice Chair for AY 2018-2019

Joseph Sandoval-Rios noted that the Personnel Committee met and suggest the Board approve the recommendation of himself as the Chair and Ms. Katrina Festejo as Vice Chair for the 2018-2019 Academic Year.

Ariadna Manzo moved to approve the Personnel Committee's recommendation of Joseph Sandoval-Rios as the Chair and Ms. Katrina Festejo as Vice Chair for the 2018-2019 Academic Year as presented.

Ellen Middaugh seconded the motion.

VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

E. Approval of Personnel Committee Recommendations for Student-at-Large Representative(s)

Mr. Sandoval-Rios noted that the Personnel Committee also interviewed two additional student at large candidates. Mr. Sandoval-Rios informed the Board members that the Personnel Committee interviewed two candidates because Mr. Alvarado is graduating in December and therefore the Personnel Committee is requesting the Board consider approving at second student-at-large candidate now to fill the anticipated student-at-large vacancy. Mr. Sandoval-Rios introduced the Board members to Zachary Birrer. Mr. Sandoval-Rios asked Mr. Birrer to give the Board members a brief introduction of himself and why he is interested in serving on the Student Union Board of Directors. **Joseph Sandoval-Rios asked for a motion to approve the Personnel Committee's recommendation to approve Ms. Jeanne Trang as a student-at-large representative effective immediately and to approve Mr. Zachary Birrer as a student-at-large representative effective December 5, 2018.**

Ellen Middaugh moved to approve the Personnel Committee's recommendation to approve Ms. Jeanne Trang as a student-at-large representative effective immediately and to approve Mr. Zachary Birrer as a student-at-large representative effective December 5, 2018 as presented.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

F. Approval of Facilities & Programs Recommendations of Chair and Vice Chair for AY 2018-2019

Antonio Bustamante informed the Board Members that the Facilities and Programs Committee met and were updated on various construction projects happening. Mr. Bustamante also noted that the committee selected himself as chair and Ms. Katrina Festejo as vice chair. Mr. Sandoval-Rios asked for a motion to approve the Facilities and Program Committee's recommendation to approve Mr. Antonio Bustamante as Chair and Ms. Katrina Festejo as Vice Chair of the Facilities and Programs Committee for the 2018-2019 Academic Year.

Rose Lee moved to approve the Facilities and Program Committee's recommendation to approve Mr. Antonio Bustamante as Chair and Ms. Katrina Festejo as Vice Chair of the Facilities and Programs Committee for the 2018-2019 Academic Year as presented.

Emily Wughalter seconded the motion.

VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

G. Construction Project Updates

1. Spartan Recreation & Aquatics Center (SRAC) Construction Update

Ms. Busalacchi noted that the SRAC facility construction is moving along, on schedule. Ms. Busalacchi noted that the Student Union met with the University campus project manager and architects several times to discuss security, lighting and budget.

2. Chartwells Bowling Center Construction Project Update

Cathy Busalacchi noted that the Lane 15, the Bowling Center construction project, is moving along. The Student Union, University Campus Project Manager, and the architects have met to discuss concerns with the project design.

3. Sport Club Renovation Update

Cathy Busalacchi noted that the Student Union will discuss with the University what can be done with the \$2 million allocated for this project. Ms. Busalacchi noted that the

project specifics include file life safety and update plumbing systems.

4. Food Pantry Project Update

Ms. Busalacchi noted that the Student Union is working with Chartwells and the University to assist with the installation of the food pantry project which will be located in the current faculty/staff dining room.

5. Track & Field Project Update

Ms. Busalacchi noted that the Student Union, Campus Capital Planning, architects and contractors have started to meet regarding this project.

H. Presentation of Annual Report for FY 2017-2018

Ms. Busalacchi informed the Board members that the Student Union Annual Report for 2017-2018 is no longer printed but online. Ms. Busalacchi noted that the link to the report was sent to all the Board members.

I. Distribution of Final Bound Audited Financials

Ms. Busalacchi noted that the Board approved the audited financials back in September and the report given today is the finalized report.

J. Current Authorized Signers on Corporate Bank Accounts

Ms. Busalacchi noted that the Student Union, Inc. has three authorized signers on the corporate bank accounts. The three signers are herself, Cedric Woolfork and Terry Gregory.

K. Co-Signers on the Executive Director's Expenses

Cathy Busalacchi informed the Board Members that there are three authorized co-signers for the Executive Director's expenses. Those co-signers are the Vice President for Student Affairs or their designee, the Chair of the Board or the Chair of the Finance Committee.

L. Review and Approval of Revised UBS Corporate Resolutions

Ms. Busalacchi noted that due to the change in Board Chair, the Board needs to approve the revised UBS Corporate Resolutions to reflect the change.

Joseph Sandoval-Rios asked for a motion to approve the Revised UBS Corporate Resolutions.

Emily Wughalter moved to approve the Revised UBS Corporate Resolutions as presented.

Ariadna Manzo seconded the motion.

VOTE ON THE MOTION: 9-0-0 MOTION PASSED.

VIII. MEETING ADJOURNMENT

Joseph Sandoval-Rios asked for any other business to discuss. Seeing no other business to discuss Mr. Sandoval-Rios asked for any objections to adjourn the October 23, 2018 Student Union Board of Directors Meeting. Seeing no objections, Mr. Sandoval-Rios noted that the **October 23, 2018 Student Union Board of Directors Meeting was adjourned at 5:15pm by unanimous consensus.**