# STUDENT UNION BOARD OF DIRECTORS MEETING MINUTES

For the Meeting of: February 23, 2016

4:00p.m. in the Student Union West Faculty/Staff Dining Room

Voting Members Present: Loo Loo Amante, Michael Daniels, Shriel Deogracias, Inderpal

Kaur, Josee Larochelle, Rose Lee, Anna Santana, Laura Sullivan-Green, Emily Wughalter, Christian Timbol, Sonja

Daniels

Voting Members Absent: None

Non-Voting Members Present: Cathy Busalacchi

Guests Present: Terry Gregory, Amy Guerra-Smith, Kim Hagens, Kristin Kelly,

Sameer Saran, Denice Serna

## I. CALL TO ORDER

Christian Timbol <u>called the February 23, 2016 Student Union Board of Directors Meeting to order at 4:03pm</u> in the Student Union West Faculty/Staff Dining Room.

## II. ROLL CALL

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

Tuesday, February 16<sup>th</sup>

MOTION PASSED.

#### 2. Student Assistants Added to Payroll System

Cathy Busalacchi informed the Board Members that the University asked the Student Union to assume the payroll for Student Union student assistant employees. Ms. Busalacchi noted that effective July 1, 2016 the Student Union will process all student assistant employees under the Student Union payroll. Ms. Busalacchi noted that the Student Union is interviewing web-based programs to assist in tracking time for the student assistant employees.

# 3. Staff Development & Learning Outcomes

Ms. Busalacchi informed the Board Members that the Student Union held an all-staff training on January 26, 2016. Ms. Busalacchi commented that each employee was given a copy of the book

. Ms. Busalacchi commented that the training was a good example of how skills learned while employed at the Student Union are transferrable to future jobs. Ms. Busalacchi also noted that the training also included an Active Shooter presentation by UPD as well.

# 4. Update on Hiring Full-Time Staff

Ms. Busalacchi informed the Board Members that the Student Union is looking to hire a facilities maintenance engineer to assist the two utility engineers.

Ms. Busalacchi also noted that the Student Union has hired two full-time operations staff to help with support operations in the new building. The Student Union will now maintain the front-of

Ms. Busalacchi also noted that the three-quarter time Human Resources assistant is going to full N:

demand.

**Facilities & Programs Committee** 

commented that the current retractable seating system in the Event Center is out of date and