

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
MAY 4, 2015
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:35 p.m. by Chair Martinez-Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Talar Alexanian	Jorge Guzman	Jimmy Francis	Juaneeq Elliott
Amber Bynum		Jeremy Hamlett	Asia Johnson
Sharon Eichten		Joe Illuminate	Usman Khan
Barbara Gross		Shannon Krajewski	Justin Orue
Debra Hammond		Sharon Kinard	Rowie Wolfe
Shahtaj Khan		Kaila Lavin	Sara Trisha Yousuf
Jaclyn Kietzman		Kingson Leung	
Jesus Martinez-Ramirez		Samantha Liu	
Josue Najera		Carol Nardini	
David O'Neill		Jonathan Navarro	
Shelley Ruelas-Bischoff		Kristen Pichler	
Tonee Sherrill		Ashley Simmons	
Demontae Thompson			
Perlita Varela			
Asia Wheaton			
Karina Winkler			

III. Approval of Agenda

M/S/P (D. Thompson/A. Wheaton) Motion to approve the agenda of May 5, 2015.

Motion passed 14-0-0.

Chair Martinez-Ramirez said there was a typographical error on the Agenda in Action Item I: “Student Assistant Classification & Wage Schedule, Effective December 21, 2015.” The date is December 20, 2015.

IV. Approval of Minutes

M/S/P (A. Bynum/D. O'Neill) Motion to approve the minutes dated April 13, 2015.

Motion passed 13-1-0.

V. Open Forum

Juaneeq Elliott introduced herself to the board and said she was grateful for the opportunity and hoped the board would approve her appointment.

Sara Yousuf introduced herself to the board and said she will be a senior in the fall. She also hopes the board will approve her appointment.

Usman Khan introduced himself to the board and said he is excited for this opportunity as one of the five students elected to serve on the board next year.

Asia Johnson introduced herself to the board saying she is looking forward to the coming year as an elected student member of the board.

VI. Chair and Vice Chair Reports

Chair Martinez-Ramirez and Vice Chair Khan passed out their combined report. Interviews were conducted for the Staff Representative and Student Representative positions on the board. Khan said she had the honor of competing in the 2015 regional Model United Nations Far West Conference. Her team represented CSUN in a stimulation program

during which they modeled sessions of the United Nations. She said it was an amazing learning experience. Matador Nights was held April 24 and there were approximately 3,460 attendees. Congratulations to USU Events and Marketing Departments for a spectacular event. The Year End Celebration was held May 1 and they thanked the HR Department and Planning Committee for an outstanding event. Samantha Simonds won the Aida C. Salazar award, Kingson Leung won the Proctor Award and Asia Wheaton won the Committee Member of the Year award. Congratulations to all the winners. Two teams won the JJ Jones Outstanding Team of the Year Award: the Program Review Team and the Chair and Vice Chair of the USU BOD. There was a round of applause for Chair Martinez-Ramirez and Vice Chair Khan as the winners for their outstanding team work. The board office on the first floor of the Sol Center will receive new furniture. The board members must remove their personal items by May 7. The board office will be closed from May 8 through May 11 and will reopen Tuesday May 12.

VII. Executive Director's Report

Director Hammond said that several positions at the USU had been filled. Michael Jardinico accepted the USU's offer of regular employment as Coordinator, Technology Support Services Help Desk. Alan Price accepted the USU's offer of regular employment as Grounds Worker for the Facilities Department. Ani Avetisyan has been appointed to Special Assistant to the Executive Director as a temporary emergency hire. A Graduate Appreciation lunch was held on April 22 for all the students who will be graduating. The USU is losing 81 students which is one-third of the student population working for the USU. Hammond said they are thrilled and proud to have so many graduating students, but it does present the Human Resources Department and the organization with a challenge. The empty spots must be filled and the new students trained. A one-year membership to the Alumni Association was given to all the graduates. An intimate ceremony was held on May 1 for Rob Newkirk in appreciation of his contribution to the Student Recreation Center. Newkirk graduated from CSUN and recently made a generous donation of equipment to the SRC.

VIII. A.S. Report

Talar Alexanian, Vice President, Associated Students (A.S.), said that on April 23, two logo presentations took place regarding CSUN's new graphic identity that embraces the acronym and unveiled a new visibility campaign to elevate the university's reputation and visibility. The new messaging and identity standards reflect CSUN's growth and impact on our national reputation. No other CSU campus has an acronym that can be pronounced. The 2014-2015 Clubs and Organizations Awards Ceremony took place on Wednesday, April 29, 2015. It was hosted in the Northridge Center of the University Student Union. The Awards Ceremony highlights the accomplishments of the student leaders and organizations that have had a significant impact on the CSUN community. The Provost Search Committee invited three finalists for the Provost position. The campus community will have a chance to meet them this week on Tuesday, May 5 at 2:00 p.m., Thursday, May 7 at 4:00 p.m., and Friday, May 8 at 2:00 p.m. Ms. Alexanian asked everyone to check the A.S. Web site to find out which senate positions are still available. There will be two more Farmers Markets this semester.

IX. Committee Reports

- Facilities & Commercial Services. Chair Karina Winkler said there are three items from the Facilities Committee on the agenda today to be approved by the board. The year-end celebration was wonderful. The last meeting for the committee will be Wednesday, May 13 at 11:00 a.m. Pizza and refreshments will be served. Everyone is invited.
- Finance Committee: Director Perlita Varela congratulated Director Wheaton on her winning the award for Board Committee Member of the year. The committee will meet this Friday, May 8 at 1:00 p.m. in the Altadena Room. Everyone is welcome to attend.
- Personnel Committee: Chair Amber Bynum said the committee held its last meeting of the semester where they evaluated their goals and had a pizza party. She thanked Kristen Pichler, the Executive Secretary, for all her help and support during the semester.
- Retirement Committee: Chair Shahtaj Khan said the committee will meet on May 27 and will look at new health care programs that would include our retired employees.

X. Action Items

A. Alumni Representative Appointment

M/S/P (P. Varela/B. Gross) motion to approve the re-appointment of the Alumni Representative, Tonee Sherrill, to the USU BOD, whose term will end in June 2017, and will take effect with the seating of the 2015-2016 USU BOD, immediately after the transition ceremony at the Board's Annual Meeting, June 8, 2015.

Director Sherrill said he is looking forward to serving another term on the board.

Motion passed 13-1-0.

B. Staff Representative Appointment

M/S/P (S. Khan/S. Eichten) motion to approve the appointment of the Staff Representative, Rowie Wolfe, to the USU BOD, whose term will end in June 2017, and will take effect with the seating of the 2015-2016 USU BOD, immediately after the transition ceremony, at the Board's Annual meeting on June 8, 2015.

Rowie Wolfe introduced herself to the board and said she is honored that the board chose her for this position on the board. She currently works for Disability Resources and Educational Services as the Thriving and Achieving Program Coordinator. She attended the University of Southern California and the University of Arizona. She loves working one-on-one with students and is managing a mentoring program here at CSUN.

Motion passed 14-0-0.

C. Student Representative Appointments

M/S/P (A. Bynum/D. O'Neill) to approve the appointment of two student board members: Sara Yousef and Juaneeq Elliott, both terms to end in 2016, and to take effect with the seating of the 2015-2016 USU BOD, immediately following the transition ceremony.

Sara Yousef introduced herself to the board and said she is currently employed by the USU in the Facilities Department. She is currently a junior majoring in Business Management and expects to graduate in spring 2016. She is very excited for the opportunity to be on the board.

Juaneeq Elliott introduced herself to the board and said she is currently a double major in Broadcasting and English and expects to graduate in spring 2016. She is looking forward to being a member of the board of directors.

Motion passed 14-0-0.

D. Surveillance Systems Policy

Motion from the Facilities and Commercial Services Committee to approve the revised Surveillance System Policy.

Director Winkler said that the current version of the Surveillance System Policy was approved in 2008 and needed to be updated to reflect staff persons with access to the live images.

Jeremy Hamlett, Commercial Services Manager, responded to questions regarding the second to the last paragraph of the policy that said: "Specific staff will have access and can share with law enforcement, attorneys, CSUN designated officials and others on a need to know basis." The word "others" is ambiguous and directors asked if the word referred to a specific group of people. Hamlett said that it is outlined in the procedures portion of the policy and it can refer to agencies such as the FBI.

Motion passed 14-0-0.

E. Shake Smart Request

Motion from the Facilities and Commercial Services Committee to approve additional funding of \$12,684 (\$11,531 estimates plus \$1,153 contingency) to increase electrical amps in the USU kiosk and connect sewer & water.

Director Winkler said that power is currently in the kiosk, but after reviewing the load capacity with Shake Smart and their engineers, the amps available do not meet the load needs for their equipment. As a result, a new transformer will need to be installed to feed the electrical panel in the kiosk. The initial funding request only included funding of \$30,000 for water and sewer connections. Funding from surpluses in the FY 2014-2015 Operating Budget of \$12,684 (\$11,531 estimates plus \$1,153 contingency) to increase electrical amps in the USU kiosk and connect water and sewer. The University Club and Shake Smart will absorb all other costs to build out the space.

Director Hammond said that this is a service and will not be a profit center for the USU. Students have requested this service on our campus, especially as it relates to healthier options.

Motion passed 14-0-0.

F. Oasis Membership Policy

Motion from the Facilities and Commercial Services Committee to approve the Oasis Membership & Facility Access Policy.

Director Winkler said that when the Oasis opens in the fall, it will need a Membership & Facility Access Policy similar to the one in place for the Student Recreation Center (SRC). This policy was created using the recently approved SRC Membership & Facility Access Policy as a template.

Motion passed 14-0-0.

G. Travel Policy

Motion from the Finance Committee to approve the revisions to the Travel Policy.

Director Varela said the Board of Directors sent the Travel Policy back to the Finance Committee at its last meeting on March 16, 2015 for further review. The Finance Committee addressed the Board's concerns and recommended the Travel Policy for approval a second time on April 17, 2015. The key revisions to the policy, included in items 1 through 6 in the Travel Policy Revision Table, are as follows:

- Item 1 – The reference to the State Board of Control has been removed from the policy.
- Item 2 – The definition of “travel” was added to the policy.
- Item 3 – “All other business-related expenses incurred while on travel status” was eliminated from the “Definition: Subsistence Expenses” section.
- Item 4 – “Seminar and conference fees”, “business internet access”, and “authorized business trip” were added to the Definition: Business-Related Expenses” section.
- Item 5 – “Shuttle” was added to the “Definition: Transportation Expenses” section.
- Item 6 – The term “waiters” was changed to “servers” in the “Definition: Transportation Expenses” section.

There was no discussion.

Motion passed 14-0-0.

H. Salary Range Schedule – Regular Positions, 2014-15

Motion from the Personnel Committee to approve the updated Regular Positions Salary Range Schedule effective July 1, 2014.

Director Bynum said that a collective review of USU regular (staff) position salary ranges had not been conducted since 2008 when CSU salaries were initially frozen due to budgetary reasons. The proposed schedule brings the salary range of positions that are comparable to or similar to CSU positions or CSU salary ranges, current with the CSU's Salary Schedule.

Director Eichten asked about proposed salary ranges for three positions including:

- (1) Coordinator, Facilities Projects & Services
- (2) Assistant Director, Facilities & Maintenance
- (3) Manager, Membership & Aquatics

K. Pichler said that the Assistant Director, Facilities & Maintenance range is correct as that was a recently filled position, but will double-check on the Coordinator, Facilities Projects & Services and the Manager, Membership & Aquatics and report back to the Board.

Motion passed 14-0-0.

I. Student Assistant Classification & Wage Schedule, Effective December 20, 2015

Motion from the Personnel Committee to approve the Student Assistant Employee Classification and Wage Range Schedule effective December 20, 2015.

Director Bynum said that effective January 1, 2016; the California Minimum Wage will increase from \$9.00/hour to \$10.00/hour. To accommodate the budget impact associated with this increase, staff is recommending an updated Student Assistant Classification and Wage Range Schedule to include the following changes:

- 1) Classification I: Increase bottom of wage range by \$1.00/hour. Leave top of range the same (entry level classification).
- 2) Classification II: Increase bottom and top of wage range in Classification II by 75 cents/hour.
- 3) Classification III: Increase bottom and top of wage range in Classification III by \$1.00/hour.
- 4) Classification IV: Leave as-is. Employees in this Classification receive CSUN tuition and other related fees in addition to their compensation.
- 5) Classification V: Increase bottom and top of wage range in Classification V by \$1.00/hour.

In conjunction with the current payroll schedule, the updated Student Assistant Classification and Wage Range Schedule will be effective December 20, 2015. The fiscal impact is estimated at \$89,000 annually.

Director Hammond said that the USU has worked hard to develop the process which is outlined on the schedule.

Comments included that the format made it very easy to understand and board members thanked the members of the Personnel Committee for all their hard work and for being proactive – not reactive. CSUN is watching closely what the City of Los Angeles will do regarding minimum wage.

Motion passed 14-0-0.

J. Executive Director Evaluation (Closed Session)

M/S/P (T. Sherrill/D. Thompson) Motion to go into closed session at 1:50 p.m. with a five minute break.

Motion passed 14-0-0.

Director Winkler left at 2:15 p.m.

M/S/P (S. Khan/T. Sherrill) Motion to end closed session at 2:16 p.m.

Motion passed 13-0-0.

- XIII. Announcements**
- Director Kietzman thanked Director Wheaton for representing the USU at all three sessions at the Living the Matador Life workshop at Explore CSUN. She thanked Director Varela for working the entire event and the USU for their collaboration, including Shannon Krajewski, Associate Director, Marketing & Programs, Janet Ohnishi, USU Reservations, Samantha Liu, Coordinator, Operations Administration, and Brent Nelson, Technology Support Services Coordinator. All of their efforts made Explore CSUN a success.
 - Director Bynum said that the Black Graduation ceremony is this Saturday, May 9. It is a cultural graduation ceremony and it has continued to be a traditional ceremony celebrating diversity and culture. She invited the board members to attend saying the festivities will begin at 4:00 p.m. on the Oviatt Library lawn.
 - Director Wheaton thanked everyone for their support and that being a member of this board has changed her life and she is very grateful.

XIV. Adjournment

The meeting was adjourned by Chair Martinez-Ramirez at 2:23 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director