

UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
GRAND SALON
APRIL 13, 2015
MINUTES

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:32 p.m. by Chair Martinez-Ramirez.

II. Roll Call

Present	Absent	Staff	Guests
Talar Alexanian	Sharon Eichten	Tamika Braud	Joe Castagna
Amber Bynum	Karina Winkler	Patrina Croisdale	Art Garcia
Barbara Gross		Matt Eickhoff	Jimmy Guevara
Jorge Guzman		Jimmy Francis	Usman Khan
Debra Hammond		Kristie Godfrey	Rosa Moncada
Jaelyn Kietzman		Jeremy Hamlett	Neda Nickfardjam
Shahtaj Khan (<i>left at 2:02 p.m.</i>)		Joe Illuminate	Sam Prater
Josue Najera		Chris Jensen	Isaac Simon
David O'Neill		Shannon Krajewski	Rowie Wolfe
Jesus Martinez-Ramirez		Carol Nardini	
Shelley Ruelas-Bischoff		Jonathan Navarro	
Tonee Sherrill		Kristen Pichler	
Demontae Thompson		Ashley Simmons	
Perlita Varela			
Asia Wheaton			

III. Approval of Agenda

M/S/P (D. Thompson/J. Guzman) Motion to approve the agenda of April 13, 2015.

Motion passed 13-0-0.

IV. Approval of Minutes

M/S/P (A. Bynum/D. O'Neill) Motion to approve the minutes dated March 16, 2015.

Motion passed 13-0-0.

V. Open Forum

A number of students from the Pride Center addressed the board to talk about how important the expansion of the Pride Center is to them. The students explained that fellow students turn around and leave during peak hours if they enter and find no seats available. They also said that because of where the Pride Center is located, (near the International Office and across from the interfaith reflection room), they fear that those students might see them go into the Pride Center, which would "out" them. This is particularly ominous for our international students who come from countries where they could legally be murdered for being gay.

Joe Castagna spoke to the board about the expansion of the Veterans Resource Center (VRC). He said he was very grateful that the Veterans Resource Center was approved and that now the veterans on campus have a place to go for needed information. Resources and space are limited and at this time not all patrons can be accommodated in the VRC. The VRC visitor count is quickly outgrowing the center's current physical space. It is anticipated that an additional 350-400 student veterans will be admitted for 2015-2016, which is an increase from the current veteran population on campus. Castagna urged the board to approve the expansion of the VRC.

Patrina Croisdale, Coordinator for the Veterans Resource Center, said the center has become very important to the students. The center assists in the transition from a military service person into a successful CSUN student by providing support, services, resources and community-building events. Croisdale feels strongly that it would benefit the students greatly for her office to be located in the center. If the board approves the expansion, it would allow more students to use the space.

VI. Chair and Vice Chair Reports

Vice Chair Khan reported that she attended Carnaval and had a great time. She also attended a one-day leadership workshop held by the American Collegiate Women's Association's (ACWA) at Mount St. Mary's College on March 28. Susan Leahy was one of the facilitators and she did a fantastic job. The workshop created a safe space for the attendees to speak out.

Chair Martinez-Ramirez attended the 2015 National Model UN Conference in Washington, D. C. from March 27 through April 3. The CSUN team won the "Outstanding Delegation Award," which is the highest team award of the conference. Chair Martinez-Ramirez and Xochitl Medrano won the Outstanding Position Paper Award in the High Commissioner for Refugees (UNHCR) Committee. This award recognized their hard work and excellent writing skills on international human rights issues, which they analyzed from the perspective of their assigned country, Senegal.

The Chair and Vice Chair shared about their experiences at the ACUI Annual Conference in San Antonio, Texas. The conference took place during spring break. They attended an event honoring Marsha Herman-Betzen, the Executive Director of ACUI, who is retiring after 21 years of service to ACUI and listening to all the people speak about her career was very inspiring. Jeremy Hamlett, Commercial Services Manager, will lead the 2016 ACUI Annual Conference in New Orleans.

Director Hammond said that Chair Martinez-Ramirez took part on a panel with two administrators and one graduate student regarding the future of student unions. He did a spectacular job in representing CSUN.

Director Ruelas-Bischoff thanked Chair Martinez-Ramirez for all his good work regarding the Model UN delegation.

VII. Executive Director's Report

Director Hammond said that an emergency capital outlay expenditure of \$5,502 was made to purchase a heater and water expansion tank for the East Conference Center. Because this was an emergency, it was not presented to the Finance Committee or the Board in advance. Occasionally, an emergency will occur and must be dealt with immediately for the good of the organization. Sarina Loeb, Coordinator, Pride Center and LGBTQ Initiatives, served on the External Program Review committee for the University of Houston's LGBT Resource Center. Hammond said it is very prestigious to be chosen as one of the reviewers on the committee and she was very proud of Ms. Loeb. Hammond said that Ash Beckham spoke to students about the importance of being inclusive and using inclusive language. Ms. Beckham was a dynamic and exciting speaker and Hammond wished that more students had been present. The Women's Basketball Team finished fourth in the National Intramural Recreational Sports Association (NIRSA) Basketball tournament; one of the players was selected as one of the five members of the women's all-tournament team.

VIII. A.S. Report

Talar Alexanian, Vice President, Associated Students (A.S.), read her report to the board and said that the Inclusive Language Program was a great success and she continues to receive compliments from students. She informed the board that Jorge Reyes and Sevag Alexanian will serve as next year's A.S. President and Vice President. Twelve and a half percent of the student population voted in this election. CSUN will be a Smoke-Free and Tobacco-Free campus beginning fall 2015. A.S. will be distributing smoke free kits. Mayor Garcetti will be delivering the State of The City Address from 4:00 p.m. and 7:00 p.m. at the Valley of the Performing Arts Center tomorrow.

Chair Martinez-Ramirez thanked Ms. Alexanian for all her hard work and for representing the CSUN community.

IX. Committee Reports

- Facilities & Commercial Services. Director Najera said the committee has several items on today's agenda.
- Finance Committee: Director Varela said the committee will meet this Friday, April 17 at 2:15 p.m. in the Tujung Room. Everyone is welcome to attend.
- Personnel Committee: Chair Amber Bynum said the next committee meeting is April 16 at 2:00 p.m. and encouraged board members to attend.
- Retirement Committee: Chair Shahtaj Khan said a meeting has been scheduled for May 27 and the committee will look at a new health care program specifically for retired employees.

Chair Martinez-Ramirez thanked Directors Bynum and Thompson for their support to the other Board committees by sharing their perspectives during meetings. .

X. Action Items

A. Corporate Credit Card Policy

Motion from the Finance Committee to approve the revisions to the Credit Card Policy.

Director O'Neill said the changes made to the policy are as follows:

- i. The amount spent for merchandise and non-travel related services will be increased from \$2,500 to \$3,500;
- ii. Purchases are to be made in accordance with the Purchasing Policy. The current policy says that purchases may be made in accordance with the Purchasing Policy and regulations of the Union;
- iii. The corporate card is the primary method for travel-related purchases. The language has been modified for clarification;
- iv. The corporate credit card cannot be used to purchase any category of fixed assets and cannot be used when a standard agreement or performance contract is required.

Director Thompson wondered why the \$3,500 purchase ability of the Corporate Credit Card limit does not apply to travel related purchases. Joe Illuminate stated that since the corporate credit card is the primary method for travel-related purchases, no transaction limits are required. The only proviso is that purchases for travel cannot exceed what has been approved in the operating budget by the Board of Directors.

Motion passed 13-0-0.

B. Audit Firm Appointment

Motion from the Audit Committee to recommend the appointment of CohnReznick to be the USU's audit and tax preparation firm for fiscal years 2014-15 through 2017-18 contingent upon CohnReznick receiving certification from the Chancellor's Office that they are authorized to conduct CSU auxiliary audits.

Mr. Illuminate said NSBN has been the audit and tax preparation firm for the USU, Associated Students (A.S.), and The University Corporation (TUC) for the past four fiscal years. Best practices dictate that organizations rotate their audit firms on a regular cycle, although there is not a current requirement to do so. An audit firm selection committee consisting of representatives from all four CSUN auxiliaries (including the CSUN Foundation) was convened to issue a joint auxiliary Request for Proposal (RFP) for audit and tax preparation services commencing with the 2014-15 external audit. RFP's were issued to eight firms and five firms responded with proposals. Subsequently, The University Corporation, The CSUN Foundation, and Associated Students selected CohnReznick as their audit and tax preparation firm.

The Audit Committee recommends that CohnReznick be selected as the USU's audit and tax preparation firm. The firm demonstrated the strongest desire to be the USU's audit firm. They have multiple not-for-profit, higher education, and government entity clients and complete over 1,500 audits annually in conformance with government auditing standards. They were willing to negotiate their fee down from \$32,400 to a \$29,000 per year (fixed for three years) and offer 15 hours of free consulting (valued between \$300 to \$500 per hour) for the first year.

Discussion ensued and concern was expressed about CohnReznick's lack of certification by the Chancellor's Office to conduct auxiliary audits. Mr. Illuminate stated that we are highly confident that the firm will be certified by the Chancellor's Office to conduct auxiliary audits because they have over 200 audit and tax professionals not-for-profit and education experience. In addition, they complete an average of 150 GASB audits and 550 FASB audits per year.

Motion passed 13-0-0.

C. Resource Centers Relocation Proposal

Motion from Facilities & Commercial Services Committee to repurpose the quiet study lounge space on the 2nd Floor of the Sol Center for the new location of the Pride Center and have the Veterans Resource Center expand into the current Pride Center space.

Director Najera said currently the Pride Center and Veterans Resource Center (VRC) are located side-by-side in the same building. Due to the limited amount of space at the current locations, some students choose to leave during peak hours if they enter and find no seats available. The coordinator offices for both centers are located in a separate facility and this limits the amount of contact and visibility they have with their respective communities. Both of the centers have experienced an increase in the amount of programs and services they provide. Foot traffic and visitors to both centers has increased. Current space constraints include limited seating for visitors; only one (1) workstation in each center is available for all student employees.

Shannon Krajewski, Associate Director, Marketing & Programs, referred the Board to the memorandum in the board folders containing the updated costs for the resource centers relocation. She said the Facilities and Commercial Services Committee approved this item at their last meeting on April 2. The figures presented then were the best estimates at the time, but updated figures were to be presented at the Board meeting today. The memorandum has the updated figures.

Discussion ensued and the directors asked if another study/quiet room would take the place of the one to be used by the Pride Center. Ms. Krajewski said that currently the lounge is often unoccupied with only a few students in it during the day. There are other rooms on the 2nd floor of the Sol Center, and all across the USU. The new East Conference Center is also a comfortable place for students to meet and study. Directors commented that the campus is huge and students have many places to study.

Director Hammond said that students who visit the Pride and Veterans Resource Centers are very impacted because of the space limitations of both centers. When we built the centers, we pushed for them quickly and did not know how much usage they would receive. If needed, the USU can designate other rooms as quiet study lounges.

Director Ruelas-Bischoff said that there are many people and groups on campus requesting space, including the Dream Center and the Food Pantry. There is always interest and we need consistency in decision making.

Director Hammond said that an amendment was needed to incorporate the most recent calculations provided by Associate Director Krajewski.

M/S/P (D. Hammond/B. Gross) amendment to motion to increase the amount from \$51,000 from fiscal year 2014-15 Operating Budget, Administrative Contingency to \$71,000, plus 10% contingency funds from fiscal year 2014-15 Operating Budget, Administrative Contingency. If the cost is more than this amount, it will require board approval.

Amendment to motion passed 12-0-1.

Motion, as amended, passed 12-0-1.

D. Policy Update: Payment for Graduate Assistant Tuition & Other Fees

Motion from the Personnel Committee to approve the policy entitled, Payment for Graduate Assistant Tuition & Other Fees.

Director Bynum said that the current policy is incomplete and ambiguous. Updates to the policy will provide greater specificity regarding payment for graduate assistant tuition and other fees.

There was no discussion.

Motion passed 13-0-0.

E. Aida Salazar Award

M/S/P (T. Sherrill/D. O'Neill) motion to open the floor for nominations for the Aida Salazar Award.

Motion passed 12-0-1.

Matthew Eickhoff, Program Coordinator, Training & Development, described the qualifications necessary to receive the Aida Salazar Award:

- Must be a member of the CSUN community, and
- Must have significantly promoted and supported the mission of the University Student Union.

Director Najera nominated Jeremy Hamlett, Commercial Services Manager.

Shannon Krajewski, Associate Director, Marketing & Programs, nominated Shira Brown.

Kristen Pichler, Human Resources Officer, nominated Samantha Simmonds.

Director Khan left at 2:02 p.m.

Neda Nickfardjam, Computer Labs Student Supervisor, handed out pieces of paper for the board to vote by secret ballot and then collected same.

The winner will be announced at the Year End Celebration scheduled for May 1, 2015.

F. Board Committee Member of the Year Award

M/S/P (D. Thompson/J. Guzman) motion to open the floor for nominations for the Board Committee Member of the Year Award.

Motion passed 13-0-0.

Mr. Eickhoff explained the qualifications necessary to receive the Board of Directors Committee Member of the Year Award. The person must be an outstanding committee member. Each Committee Chair discusses the award with their committee and then nominates one of their members.

Director Bynum, Chair of the Personnel Committee, nominated Isaac Simon.

Director Varela, Chair of the Finance Committee, nominated Director Wheaton.

Jeremy Hamlett, Executive Secretary for the Facilities & Commercial Services Committee, nominated Director Najera, on behalf of Director Winkler, Chair of the Facilities & Commercial Services Committee.

Neda Nickfardjam handed out pieces of paper for the board to vote by secret ballot and then collected same.

The winner will be announced at the Year End Celebration scheduled for May 1, 2015.

XIII. Announcements

- Director Kietzman asked if the student members would be interested in accepting an invitation to speak on a panel at Explore CSUN, on Monday, April 13. Freshmen and transfer students will be at the event and it needs volunteers. If interested, she asked that they speak to her after the board meeting.
- Chair Martinez-Ramirez encouraged the student board members to volunteer for the panel at Explore CSUN.
- Director Bynum thanked everyone for supporting the A.S. Elections. She is also on the student retention committee and asked the board to let her know if they have any ideas on how to improve the retention of students.
- Director Ruelas-Bischoff asked everyone to come and support a campaign to elevate the university's reputation and visibility and unveil a new logo and updated graphic identity. Please join us for a reception and refreshments following both presentations on Thursday, April 23. The first is at 9:00 a.m. and then 4:00 p.m. in the Plaza del Sol Performance Hall.
- Chair Martinez-Ramirez asked if anyone was interested in attending the Women's Basketball banquet this Sunday to please let him know.

XIV. Adjournment

The meeting was adjourned by Chair Martinez-Ramirez at 2:18 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director