

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
JANUARY 27, 2014  
MINUTES**

**I. Call to Order**

The regular meeting of the USU BOD was called to order at 12:31 p.m. by Chair Collin Johnson.

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Shelley Ruelas-Bischoff <i>(arrived at 12:38 p.m.)</i>		Jeremy Hamlett	Joseline Cubas
Kandee Bracero		Joe Illuminate	Sarah Garcia
Tiffany Castellanos		Carol Nardini	Sabrina Lockey
Sharon Eichten		Kristen Pichler	
Jorge Guzman		Jack Raab	
Debra Hammond			
Collin Johnson			
Jaclyn Kietzman			
Diana Madueno			
David O'Neill			
Gavan Rathje			
Nicole Riley			
Tonee Sherrill			
Demontae Thompson <i>(arrived at 12:34 p.m.)</i>			
Perlita Varela			
Ivor Weiner			
Christopher Wootton			

**III. Approval of Agenda**

M/S/P (N. Riley/G. Rathje) Motion to approve the agenda of January 27, 2014.

***Motion passed 13-0-0.***

*Director Thompson arrived at 12:34 p.m.*

**IV. Approval of Minutes**

M/S/P (T. Castellanos/D. Thompson) Motion to approve the minutes dated December 2, 2013.

***Motion passed 14-0-0.***

**V. Open Forum**

- Senator Sarah Garcia, College of Education, Associated Students (A.S.) Board of Directors, thanked the board for their contribution. Together, with the A.S. contribution, a total of \$10,500 was donated to the Red Cross. Last month, Ms. Garcia informed the board that 5,632 people died as a result of Super Typhoon Haiyan which struck the Philippine Islands last November.
- Chair Johnson announced that Sabrina Lockey was seated in the audience. Sabrina was the chair of the USU BOD last year.

**VI. Chair's Report**

Chair Johnson read from his report and said he hoped everyone enjoyed their winter break. He was happy to see the board members at the dinner the other night at Woodranch Restaurant. There is only one semester left and Johnson wants to put a strong emphasis on the board completing the goals. Later today, he will update the board on the progress of the goals. Everyone is aware that it has changed. Due to an outcry by students and a demand for change regarding commencement, the ticket counts increased from four to seven. He acknowledged how powerful student voice can be.

He wants to inspire students to voice the change they would like to see here in our student union. He encouraged the student board members to reach out to classmates to create and develop ideas.

*Director Ruelas-Bischoff arrived at 12:38 p.m.*

**VII.**

**Vice Chair's Report**

Vice Chair Varela read from her report and wished everyone a happy new year. She thanked those who attended the board dinner last Wednesday saying it was great to see everyone. She hopes that the student board members will take advantage of the opportunity to attend the ACUI Annual Conference in Orlando. Varela attended a meeting regarding the board's goal to develop a closer association with Athletics. One thing the board can do to reach its goal regarding Athletics is to set an example and attend more CSUN games, either together or with other friends and CSUN students.

**VIII.**

**Executive Director's Report**

Executive Director Hammond said the SRC is piloting a new program called "New Year, New You." The goal is to encourage members to establish sustainable goals and resolutions through exercise. It began January 21 and will continue through April 6. Information can be found on the Web site: <http://src.csun.edu/nyny/>. Student Summit took place January 16, and was the second in a two-part series covering the theme of Generation WTF (Wise, Tenacious and Fearless). Dr. Christine B. Whelan, the author of the book, was the keynote speaker. Sarina Loeb, Coordinator, Pride Center & LGBTQ Initiatives, will co-teach a class with Professor Wendy Yost, called "Leadership in the Queer Community" on Thursdays 4:00 – 6:45 p.m. This is the first time the course is being offered and enrollment is needed. Please help spread the word. Director Hammond made a presentation to the Chancellor's Office with our architects, LPA, related to the Wellness Center project. It was part of the review approval process and Hammond felt it went well and hopes to receive their approval soon. Hammond thanked Mr. Woolett, A.S. President, for all his hard work regarding commencement. It is critical that students get involved and use their voice to create change.

**IX.**

**A.S. Report**

Mr. Woolett commented on all the people he sees on campus wearing work-out gear. It is a testament to the importance and value that the SRC has added to the CSUN community. He heard from many students who expressed their disapproval regarding the changes recently made in commencement. The students met over the holiday break and started an on-line petition. They also formed an ad hoc committee to address the changes. Then they met with President Harrison and Dr. Watkins. As a result of that meeting, and willingness to compromise, the amount of tickets given to graduating students changed from four to seven. A.S. has begun the process of rebranding. They will be contacting the USU's Marketing Department for guidance. Mr. Woolett and Chair Johnson presented a check to the Red Cross regarding the hurricane in the Philippines. He thanked the board for their contribution.

**X.**

**Committee Reports – Mid Year**

- Facilities & Commercial Services (F&CS): Chair Madueno read from her report and referred to the goals. She said the committee expects to accomplish all the goals except Goal No. 2 which is very broad. "Conduct research for the development of a Long Range Development Plan (LRDP) for the USU facilities." There are two parts to this goal, specifically: 1) Conduct a needs assessment of existing space, and 2) prepare a draft of long-range recommendations for the future expansion and development of all USU facilities. Hopefully, this will continue to be a goal for the next F&CS Committee in the fall, 2014.
- Finance Committee: Chair Thompson thanked everyone for the opportunity to chair this committee. He will be conducting interviews next week for committee members. He read through the goals.
- Personnel Committee: Chair Rathje reported on the status of the committee's goals and talked about its accomplishments. He hopes to see the student members apply for a seat on the BOD.
- Retirement Committee: Chair Varela said the committee held three meetings. There is only one goal, to select a vendor to administer the retirement plan for the USU. She is grateful for the opportunity of chairing the committee and has learned so much from everyone. She looks forward to finalizing the selection of the vendor.

**XI.**

**Action Items**

**A. Change to Employee Handbook – Overtime Approval**

Motion from the Personnel Committee to approve the new language in the Employee Handbook regarding overtime.

Director Rathje said the current language for overtime was vague. He called for an amendment to the motion. The words "in advance" in the second paragraph should be stricken.

The proposed language of the new first paragraph is as follows:

*"As necessary, employees may be required to work overtime. The USU will attempt to distribute overtime evenly and accommodate individual schedules. Non-exempt employees will be paid one and one-half (1.5)*

*times their regular straight time rate of pay for all hours worked over 40 hours in a workweek, eight (8) hours in a workday, or for the first eight (8) hours on the seventh consecutive day of work in a workweek. Non-exempt employees will be paid two (2) times their regular straight time rate of pay for all hours worked in excess of 12 in a workday or in excess of eight (8) on the seventh consecutive day of work in a workweek. The USU's workweek is defined as Sunday through Saturday. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Exempt employees are not entitled to overtime pay."*

M/S/P (G. Rathje/P. Varela) amendment to the motion to strike the words "in advance" from the first sentence of the new second paragraph. The paragraph would read as follows:

*"Overtime must be authorized by an employee's supervisor. An employee, who works overtime without the authorization of his/her supervisor, may be subject to disciplinary action."*

Kristen Pichler, Human Resource Officer, said that the USU auditors informed us that the language in the Employee Handbook regarding overtime needed to be clarified. Employees should advise their supervisors in writing of the need to work overtime, but it is not always possible. Director Hammond said, for example, that the USU's Building Managers who work late at an event sometimes find they must stay even later than originally planned. They are not going to call their supervisors at 1:00 a.m. to ask for permission.

Director Eichten asked whether "USU" was needed in front of the sentence "The USU's workweek is defined as Sunday through Saturday" as that is the established workweek for the entire campus. Ms. Pichler said that the USU's workweek is specific to our organization; therefore she recommended maintaining the specific reference to the USU's workweek.

***Amendment passed 15-0-0.***

***Main motion, as amended, passed 15-0-0.***

## XII.

### **Discussion Items**

#### **A. BOD Goals – Status Report**

Chair Johnson addressed the board and proceeded to review the updates of the goals with the board.

Goal No. 1: The USU BOD will assist in completing the development and opening of an innovative technologically advanced study space utilizing the former computer lab space. **In Progress.** The USU is working with the library to determine the current usage of the new furniture and technology upgrades.

Goal No. 2: The USU BOD will do a complete review and revision of our Bylaws to address any required or desired changes. **Completed.** Bylaws were approved by the BOD on October 21, 2013.

Goal No. 3: The USU BOD will continue to assist in the development and design of the Wellness Center. **In Progress.** We expect to receive administrative approval shortly, the Wellness Center construction documents will be completed by January 30, 2014 and construction will begin in fall, 2014. The Wellness Center Committee will continue to be involved in the project especially as it relates to finishes and programming.

Goal No. 4: The USU BOD will assist in the promotion and development of a closer affiliation between students and CSUN athletic programs. **In Progress.** An initial meeting was held to collaborate with the Athletics Department, USU representatives, and USU events. Various ideas were brainstormed and recorded for further action. USU events is continuing to promote athletics by working on special events such as Matador Madness and Red Rallies. Student members were encouraged to go to an athletic game in order to assess changes that have already been implemented.

Goal No. 5: Determine the feasibility of renovating the games room to compliment the interior design of other new USU facilities and promote an engaging student friendly environment. **In Progress.** Staff has conducted various site examinations to determine the feasibility of renovating the space. USU staff has surveyed various organizations on campus to gather input on what changes students would like to see in the games room.

#### **B. Administrative Work Plan**

Director Hammond mentioned several items in her work plan. The long term plan for technology support services within the USU project is on hold. We need to re-evaluate and analyze in 2014-15. Director Hammond was a member of the VPAC Executive Director Search Committee. They have selected a very student-oriented person who will integrate the VPAC into the campus environment. Construction projects are taking more time than was originally planned. We are examining the feasibility of renovating/remodeling the interior of Building C, but more assessments are needed.

#### **C. Strategic Priorities**

Director Hammond began a review of the Strategic Priorities and said the Wellness Center is on schedule and our architects, LPA, are 95% complete with the schematic design and construction documents will be complete by the

end of January. There has been no progress on the Plaza del Sol project which has been delayed pending the update of long range financial plan and budget estimates for several projects. StrengthsQuest will no longer be a Strategic Priority as it has been fully integrated into the USU's training and programs.

### XIII.

#### **Announcements**

- Director O'Neill asked the board to stand and stretch for a few minutes.
- Mr. Woolett thanked Director Thompson for sharing at the A.S. town hall meeting. He talked about coming out of the foster care program and provided valuable information.
- Director Ruelas-Bischoff thanked everyone for all the work done on the commencement issues. The students went above and beyond to make their voices heard. A few campus updates: the new housing project for 400 beds is on schedule. On Monday, March 3, Laura Rendon will be the key-note speaker for the 2014 Terry Piper lecture series. The lecture is entitled: Leveraging Student Strengths to Support Student Success. It starts at 9:00 a.m. in the Northridge Center and everyone is encouraged to attend. Finally, several faculty, staff and administrators are meeting next week to discuss how the campus can support the needs of "Dream" students here at CSUN. Discussion will be focused on current initiatives (AB540 initiative) and ideas moving forward.
- Director Eichten reported that the East entrance (entrance on the Zelzah side) of the Matadome has been remodeled and seems to be well received by attendees of events. Athletics now has a contract with the Sports Chalet (local stores) who will carry CSUN gear. A percentage of the sales will come back to the Athletics program.
- Director Johnson asked the board members to contact each other and go to a game.
- Shannon Krajewski said that Tuesday, February 4, the Veterans Resource Center will have an open house from 11:00 – 1:00 p.m. There will be games and food served.

### XIV.

#### **Adjournment**

The meeting was adjourned by Chair Johnson at 1:58 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director