

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
MARCH 17, 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**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Shelley Ruelas-Bischoff	Jaclyn Kietzman	Jimmy Francis	Alan Campos
Kandee Bracero	Tonee Sherrill	Joe Illuminate	Joseline Cubas
Tiffany Castellanos ( <i>left at 1:52 p.m.</i> )		Chris Jensen	Shawna Foster
Sharon Eichten		Bernetta Johnson	Sally Harrison
Jorge Guzman		Shannon Krajewski	Truitt Leth
Debra Hammond		Carol Nardini	Perla Palacios
Collin Johnson		Jack Raab	Samantha Simonds
Diana Madueno		Randy Sorensen	Karina Winkler
David O'Neill		Shanell Tyus	
Gavan Rathje			
Nicole Riley			
Demontae Thompson			
Perlita Varela			
Christopher Woollett			

**III. Approval of Agenda**

M/S/P (N. Riley/J. Guzman) Motion to approve the agenda of March 17, 2014.

*Motion passed 12-0-1.*

**IV. Approval of Minutes**

M/S/P (P. Varela/D. Thompson) Motion to approve the minutes dated February 17, 2014.

*Motion passed 13-0-0.*

**V. Open Forum**

- Sally Harrison, Samantha Simonds, Jorge Reyes, and Randy Sorensen introduced themselves to the board. They shared, individually, about their attendance at the National Association for Campus Activities (NACA) conference in February which was held in Boston. The quantity and quality of the programs were superior. All attendees said it was a great experience and thanked the board for the opportunity.
- Shawna Foster, University Advancement Department, introduced herself to the board. She spoke to the board about the Senior Class Gift Campaign 2014 during her PowerPoint presentation. Ms. Foster said it is an opportunity to leave a legacy on campus by developing a tradition of giving to improve CSUN for future students. Anyone can donate (family/friends) and students are encouraged to donate \$20.14. Donations can be made via this Web site - [give.csun.edu/seniorgift](http://give.csun.edu/seniorgift), and checks can be sent directly to University Advancement at the CSUN address. Discussion ensued and board members asked if there was a particular gift identified and/or if scholarships were considered. Ms. Foster said that the gift would be to promote and build spirit on the CSUN campus. Students have been the primary donors to the campaign. So far, nearly 200 students have donated, and collected over \$2,800.00. The goal this year is engage 400 students and to raise \$5,000.

**VI. Chair's Report**

Chair Johnson read from his report and said he was proud of how many students applied for the board positions. 23 candidates are eligible to run in the elections April 1 and 2. He said it shows that the USU has created a strong presence on campus. He had the opportunity to go to San Diego State University to see the opening of their new student union. He commented on the bowling alley and fitness center used to target students and keep them in their student union. He

accompanied A.S. President Woolett on a trip to Sacramento to lobby for extra funding for higher education. He witnessed the passion of hundreds of students from all 23 CSU campuses. He was honored to sit alongside our senators and admired the knowledge and drive they have to make CSUN a better environment for our students. It was a great learning experience. Women's Basketball made it into the Big Dance. Women's Water Polo is ranked 7<sup>th</sup> in the nation. Johnson is very excited to attend the ACUI Annual Conference in Orlando next month.

## **VII. Vice Chair's Report**

Vice Chair Varela read from her report and said she also attended the grand opening of the new student union at San Diego State University. She said a few things stood out. Cubicle space was given to clubs based on need and priority. Also, there was a room specifically designated for commuters to help them feel welcome. She said she came away with ideas on how we can make our union even better. Varela said that the Meet & Greet lunch last week did not have a good turnout; however, the students who attended were very interested and involved in the conversations. Most of the students who attended filled out applications and are now candidates for the election. She wished everyone good luck on midterms.

## **VIII. Executive Director's Report**

Executive Director Hammond said Ryan Hairapetian accepted the USU's offer of regular employment as the Aquatics Coordinator. Kaila Lavin has been temporarily appointed on an emergency basis to the position of Manager, Membership and Aquatics. Many events took place this month. Hammond also attended the opening of the San Diego State University new student union. It was an opportunity to exchange ideas and see the new Aztec Union. She attended a retirement party for Dan R. Cornwithe, who was retiring after thirty years of leadership, service and mentoring. Many of his former students attended his party, and now are senators and mayors. They dedicated a water feature in his honor which was paid for by former student donations. Director Thompson and Seda Harutyunyan will be dancing at the ACUI Annual Conference in Orlando. They will take part in a competition with a 90's theme. The regions will compete for dancing rights during the Dance of the Decades at the 100th Anniversary Gala. Hammond shared that Director Kietzman had a baby boy born March 3. Kietzman will try to come to the April or May board meeting.

*Director Rathje left at 1:02 p.m.*

## **IX. A.S. Report**

Mr. Woolett addressed the board and said he attended a meeting at the Chancellor's office to discuss how to improve the portal system. Chair Johnson attended a CHESS (California Higher Education Student Summit) meeting in Sacramento with him, members of the A.S. senate, and students from CSU Fullerton. Woolett hopes that in the future, more board members can attend CHESS meetings. The topic at the meeting centered on funding and the extra \$5 million that the CSU Board of Trustees is asking for.

## **X. Committee Reports**

- Facilities & Commercial Services (F&CS): Chair Madueno reported that she also attended the opening of the student union at San Diego State University trip. She took photographs of many of the new facilities and will share them with her committee.
- Finance Committee: Chair Thompson said it is an exciting time of year and is looking forward to the elections. His committee reviewed the possibility of increasing co-sponsorships. The two action items on the agenda today came from the Finance Committee.
- Personnel Committee: No report.
- Retirement Committee: Chair Varela said she has no report.

## **XI. Action Items**

### **A. 2013-14 Capital Outlay Fund Reallocation**

Motion from the Finance Committee to approve the reallocation of \$39,115.00 from capital outlay funding designated for the purchase of tabletop media displays and rolling media display for the Technology Lounge for the purchase of Maintenance Yard fencing and a chemical storage container.

Jack Raab, Associate Director, Operations & Services, said that \$45,778 was approved as part of the 2013-14 capital outlay budget to purchase table top media displays and rolling media displays for the proposed Technology Lounge. The decision to move ahead with the Technology Lounge in the designated space has been delayed until an assessment of the space has been made which will not be completed until the 2014-15 fiscal year leaving funding available for reallocation. The maintenance yard fencing is needed for the expansion of storage space and for USU maintenance equipment, building supplies and vehicles. Additionally, a storage container that is safety compliant is required for the storage and safe-keeping of pool and other liquid chemicals.

Discussion ensued and Raab said that the maintenance yard fence is old and needs to be replaced. It was also decided to expand the size of the fenced area. The container is a little more expensive because it is a higher quality product and is in compliance with all safety regulations for storage of liquid chemicals.

*Motion passed 12-0-0.*

**B. Repair & Replacement (DBMER) Project Funding**

Motion from the Finance Committee to approve DBMER funding in the amount of \$1,484,525 for the following projects and equipment purchases:

1. Cardio equipment replacement for the Student Recreation Center
2. Concert sound system
3. Grand Salon projection system
4. Northridge Center video projections system
5. Northridge Center air walls (sound partition) replacement
6. Northridge Center carpet replacement
7. Northridge Center lighting replacement
8. Northridge Center painting project

Jack Raab said the USU transfers funds from its revenue fund to the DBMER or repair and replacement fund annually, in accordance with the USU 30-year repair and replacement plan. The purpose of the DBMER fund is to have enough funds set aside for major repair and replacement and major equipment purchases that cannot be accommodated in the operating budget. The replacement of the Cardio Equipment is needed as this equipment has an average three year life span; December 2014 will be three years for this equipment. Any equipment that still has useful life will be utilized in other areas of the SRC, and equipment slated for replacement will be traded in on new equipment. The concert sound system is severely underpowered and at the end of its lifespan. It needs to be replaced with a state-of-the-art system that will be incorporated with existing systems in the Grand Salon and the Plaza Del Sol and should be completed by the fall semester. The Northridge Center items were discussed as a group, Raab stated that the facility is aging and in need of repair and upgrades, these items have been identified to be able to upgrade the Center and should expand the functionality of the facility for 5-10 years, or until such time as a major renovation can be performed. Comments included that a new sound system is very important and board members asked when it will be done. Board members noted that we need to allocate an adequate amount of money so the problems associated with the Northridge Center can be completely addressed. Raab noted that the proposed projects should address most of the problems. Raab said the system needs to be of high quality. He said it should be ready for the fall semester. It will not require major construction so it will not be disruptive.

*Director Rathje returned at 1:15 p.m.*

*Motion passed 12-0-1.*

**XII. Discussion Items**

**A. Aida Salazar & Board Volunteer Achievement Awards**

Joseline Cubas, Board Graduate Assistant, said to qualify for the Aida Salazar Award, a student must be a member of the CSUN community, and must have significantly promoted and supported the mission of the University Student Union. In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient along with a check for \$100.00. At the April meeting, the nominations are heard including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by the BOD Graduate Assistant. The winner is announced at the Year End Celebration Banquet. BOD members are encouraged to come prepared with nominations.

The Board of Directors Achievement Award goes to an outstanding committee member. Each Committee Chair discusses the award with their committee. The committee nominates one of their members, excluding the Chair. At the April board meeting, each Committee Chair speaks on behalf of their nominee. Criteria for this award include the following: The student must be from a USU Board of Directors standing committee (Facilities & Commercial Services, Finance Committee, or Personnel Committee). In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient. At the April meeting, the nominations are heard including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by the BOD Graduate Assistant. The winner is announced at the Year End Celebration Banquet.

**B. 2013 USU Executive Director's Evaluation Process**

Director Ruelas-Bischoff discussed the evaluation packets that were in the board members' folders. She said that every year the board evaluates the performance of the USU Executive Director. The evaluation form is to be filled

out and returned to her in a sealed envelope marked “confidential” by April 2, 2014. The forms are anonymous and the comments are valuable in the evaluation. The Board Review Team is comprised of the Chair of the USU BOD, the Personnel Committee Chair and the Associate Vice President for Student Life. The results of the evaluation will be presented in closed session at the May meeting. Carol Nardini, Administrative Assistant to the Executive Director, will send the evaluation packet electronically to the board members. Director Johnson noted that this process is extremely important and urged the board to complete the evaluations quickly.

*Director Castellanos left at 1:52 p.m.*

### **XIII. Announcements**

- Joseline Cubas said that elections will be held April 1 and 2, 2014. The candidates’ meeting was held last week. Twenty-six applications were submitted to run for a seat on the board. Twenty-three students were eligible and 21 are actually running. The candidates completed a survey and one of the questions was how students learned about running for the board. Answers included e-mail blasts and the Marketing Department Web site. It was a highly energized group.
- Director Ruelas-Bischoff thanked Chair Johnson for keeping the board up-to-date on the ticketing situation for graduating seniors. We have integrated our A.S. ticketing system with Ticketmaster. If a student does not need all seven of his/her allotted tickets, they will be made available to other students. More information is available on the Commencement Web site: <http://www.csun.edu/commencement>. She noted that the last set of tickets printed will be the only ones honored.
- Chair Johnson said that faculty will not need tickets to Commencement. Also, parking charges will be waived for Honors Convocation and on the dates Commencement ceremonies are scheduled.

### **XIV. Adjournment**

The meeting was adjourned by Chair Johnson at 2:00 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director