

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
APRIL 14, 2014  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Kandee Bracero	Shelley Ruelas-Bischoff	Matt Eickhoff	Joseline Cubas
Tiffany Castellanos	Sharon Eichten	Jimmy Francis	Neda Nickfardjam
Talar Alexanian (A.S. Liaison)	Jorge Guzman	Joe Illuminate	Jim Wong
Debra Hammond	Jaclyn Kietzman	Chris Jensen	
Collin Johnson	Nicole Riley	Shannon Krajewski	
Diana Madueno		Carol Nardini	
David O'Neill		Kristen Pichler	
Gavan Rathje		Jack Raab	
Tonee Sherrill (Via Skype) <i>(left at 1:53 p.m.)</i>			
Demontae Thompson			
Perlita Varela			
Ivor Weiner			

**III. Approval of Agenda**

M/S/P (T. Castellanos/G. Rathje) Motion to approve the agenda of April 14, 2014.

Director Varela said that two discussion items need to be added to the agenda.

M/S/P (P. Varela/D. Thompson) Amendment to motion to add two discussion items to the agenda: Discussion Item A – Gender Inclusive Restrooms; and Discussion Item B – ACUI Recap.

*Amendment to Motion passed 9-0-0.*

*Motion, as amended, passed 9-0-0.*

Chair Johnson said that Director Sherrill joined the board via Skype at 12:37 p.m.

**IV. Approval of Minutes**

M/S/P (P. Varela/T. Castellanos) Motion to approve the minutes dated March 17, 2014.

*Motion passed 10-0-0.*

**V. Open Forum**

None.

**VI. Chair's Report**

Chair Johnson read from his report and said that enhancing the reputation and visibility of CSUN is a key institutional priority. The Reputation and Visibility Advisory Committee was created to undertake this goal and he and Director Hammond were asked to join the committee. CSUN administration understands the needs of involvement in initiatives by the campus community and this committee is an example of their commitment. Johnson said he thoroughly enjoyed the ACUI Annual Conference in Orlando. He had the opportunity to interact with many individuals from various campuses and to learn what student leaders and professional staff do to solve problems on their campuses. The sessions tackled problems and provided solutions. He attended an exposition which featured products, including two companies who have created an app that streamlines everything a student needs to simplify college life. This app can synchronize the campus calendar with the student's calendar so they always know what is happening. Johnson said he hopes that the student board members who attended the conference will continue to push to make a difference on campus. He encouraged the board to take advantage of any opportunity to attend an ACUI conference in the future.

**VII. Vice Chair's Report**

Vice Chair Varela congratulated the newly elected board members. She noted that she was also successfully elected. All the candidates worked hard to be elected. She also attended the ACUI conference and was surrounded by great individuals. She saw that the conference was about supporting students and helping them to have an amazing college experience. One of the sessions was called "Happy Hour" and she learned that to be happy you must love what you do. She said that being a board member makes her feel happy because she is giving back to the students on campus. Varela said that the board members should feel free to ask her about her experience at the conference.

**VIII. Executive Director's Report**

Executive Director Hammond said President Harrison was only going to stay for the introduction portion of the PBS Visionaries Screening, but stayed until it ended. She was very pleased with the documentary. Kingson Leung, Coordinator, Special Initiatives, is monitoring the PBS station to see when the program will be aired locally on television. We will let the board know when there is an established day and time. The *All That Art* event provided students with a new perspective in various art forms and a multi-component program including spin art, a free speech wall, live 3D chalk art and live painting by a CSUN alum who is a muralist. Hammond shared that the ACUI Annual Conference was one of the best she's been to in 20 years. It was a celebration of student union history and why we are so important to the campus community. Students received job interviews and internships. ACUI attendees participated in a Community Service event called "Clean the World." Volunteers put together packets of soap received from hotels. First the soap is sanitized and then wrapped in bundles. Then they give the soap and other toiletries to the homeless in the United States or the disadvantaged in other countries. ACUI put together 10,000 packets in one and a half hours which was a record for the group. The individual who began the program spoke at the conference and was very inspiring. The Alumni Association will hold their 26<sup>th</sup> Annual Distinguished Alumni Event at the Four Seasons Hotel on April 26. There are seven spots available and if board members are interested, they need to email Carol Nardini, Administrative Assistant to the Executive Director. The event is a great networking opportunity. If necessary, carpools can be arranged.

Chair Johnson thanked Director Hammond for allowing so many to attend the ACUI conference. The USU sent 19 people and everyone at the conference knew CSUN.

**IX. A.S. Report**

Talar Alexanian, the newly elected Vice President of Associated Students (A.S.) addressed the board and said that Mr. Woollett could not attend the meeting today. She visited San Diego State University's Aztec Union this week and also San Jose State who is in the process of remodeling their student union. She attended the grand opening of the student union at Cal State San Marcos. San Francisco State is merging their student union with their associated students. It was good to see how well both groups can complement each other. She congratulated the newly elected board members. Tiffany Zaich, the newly elected President of A.S., will appoint Talar as the board's liaison, and she looks forward to attending the meetings.

**X. Committee Reports**

- Facilities & Commercial Services (F&CS): Chair Madueno reported that future space requests at the USU are a recurring issue for the committee. It was decided to create a sub-committee to specifically address the problem. The East Conference site is being remodeled. The committee meets this Friday, April 18 at 1:00 p.m. in the Student Recreation Center Conference Room.
- Finance Committee: Chair Thompson said the committee is meeting this Friday at 2:15 p.m. The committee will review the USU Reserves policy and the 2014-15 budget. Thompson also attended the ACUI Annual conference in Orlando and spoke highly of the educational sessions. He visited the career center at the conference looking at graduate schools, and was amazed at the number of internships available in student affairs. He spoke about how important it is to be more inclusive of women in the work place.
- Personnel Committee: Chair Rathje said the committee meets this Thursday to discuss minimum wage salary impacts and update the Handbook. It might be necessary for the committee to add an additional meeting to complete its goals.
- Retirement Committee: Chair Varela said the committee will meet in May.

**XI. Action Items**

**A. Aida Salazar Award**

Chair Johnson asked if anyone had any nominations for this award.

Director Bracero nominated Carol Nardini, Administrative Assistant to the Executive Director. She said that Carol worked hard on the ACUI Annual Conference trip and always does a good job of keeping the board informed.

Director Castellanos nominated Director Thompson. She said that Director Thompson goes out of his way to help others, and is always very positive.

Director Varela nominated Director Bracero. She said that even though Director Bracero joined the board this year, she helped with conducting interviews, and was a member of the Retirement Committee.

Director Varela nominated Pero Akinbohun, the Business Assistant to the Board of Directors. Pero always does a good job and has great insight for the board.

Director O'Neill commented that Director Thompson is very thorough, involved and passionate about the board.

Director O'Neill then nominated Director Hammond. He said Director Hammond cares very much about all students and gives her attention to whoever needs it.

Director Rathje nominated Kristen Pichler, Human Resources Officer. Rathje said that Kristen is the executive secretary to the Personnel Committee. She took that position over from Director Hammond this year, and has really stepped up and worked hard.

Director Hammond declined the nomination.

Matt Eickhoff, Program Coordinator, Training & Development, spoke to the board about Aida Salazar. He said that a nominee for the Salazar Award must be a member of the CSUN community, and to have significantly promoted and supported the mission of the University Student Union. The winner will receive \$100.00, and a plaque. An additional plaque will be placed in the USU. Neda Nickfardjam, a member of the Recognition Coordinator on the Year-End Committee, passed out slips of paper for the board to vote and collected same. The winner will be announced at the Year End Celebration on May 2.

## **B. Board Volunteer Achievement Award**

Chair Johnson asked the board for nominations for this award.

Director Madueno, Chair of the Facilities and Commercial Services Committee, said that her committee nominated Director O'Neill. From the beginning, Director O'Neill was always prepared for every meeting. He sparked discussions and challenged the committee members to participate and express themselves.

Director Thompson, Chair of the Finance Committee, said that his committee nominated Breanne Acio. Breanne graduated this past December, but had been a member of the committee for several years. She was passionate and made sure all the members understood the issues at hand.

Director Rathje, Chair of the Personnel Committee, nominated Sarah Rigby. She had been a member of the committee for two years. She spoke up and expressed her opinions. She always offered to help others understand the issues.

Matt Eickhoff explained to the board that the Board Volunteer Achievement Award goes to an outstanding committee member. Each committee chair discusses the award with their committee. The committee nominates one of their members. Neda Nickfardjam passed out slips of paper for the board to vote and collected same. The winner will be announced at the Year End Celebration.

## **C. Retirement Plan Fee Monitoring**

The motion came from the Retirement Plan Committee to approve the monitoring of USU retirement plan fees every six months.

Director Varela explained that the Retirement Plan Committee voted to retain The Standard as the USU's retirement plan service provider at its meeting on February 21, 2014. The committee also approved monitoring retirement plan fees a minimum of every six months leaving open the possibility of changing to a lower fee provider in the future.

*Motion passed 10-0-0.*

## **XII. Discussion Items**

### **A. Gender Inclusive Restrooms**

Director Hammond said that the restrooms being considered have no urinals. Each has a separate stall with the walls going all the way down to the floor. The USU has had requests for these types of restrooms for a long time. The restrooms are for everyone, transgender inclusive. Kingson Leung, Coordinator, Special Initiatives, has done extensive research of other college campuses to see how they have dealt with this issue. We will develop them in the new Wellness Center. Much discussion took place. Board members wondered about safety, and if cameras would be in place. Cameras can be placed outside the entrance of the restrooms only, never inside a restroom. If someone did not want to use this type of restroom, the next closest restroom is approximately 50 feet away.

Support was expressed for the restrooms. Board members said it demonstrates our support of diversity and inclusiveness on campus.

Jack Raab, Associate Director, Operations & Services, said the stalls will be fully enclosed and all will have locks. Director Hammond said there will be signage that will identify and define what a gender inclusive restroom is. There will be a campaign on campus to inform the CSUN community. Shannon Krajewski, Associate Director, Marketing & Programs, said she has pictures and she will send to Carol Nardini to distribute to the board members.

*Director Sherrill signed off Skype and left the meeting at 1:53 p.m.*

#### **B. ACUI Recap**

Chair Johnson said that everyone who attended the ACUI Conference had different experiences. He wants to plan a meeting for all attendees to discuss their experiences, and share information and ideas. He invited everyone to the meeting, but especially the ACUI attendees. A Doodle request will be sent soon. Board members discussed the importance of getting involved, and investigating all opportunities that are available and offered by the USU. ACUI also has a conference in July called I-LEAD. Directors Thompson and Madueno attended last July and Thompson said that board members should feel free to contact him to learn about this program.

### **XIII. Announcements**

- Joseline Cubas, the board's graduate assistant, talked about the Leadership Conference at Cal State Los Angeles. It is sponsored by the Cal State L.A. student union. This conference focuses on leadership and skills, development for students in programming, student organizations, fraternities and sororities and student government. This one-day leadership conference is perfect for students who may need a little boost as the academic year charges forward. All students are welcome regardless of their leadership experience. Please contact Joseline if you would like to attend. The conference is this Friday, April 18.
- Director Bracero said there are volunteer positions in ACUI and applications are due on April 25. Please talk to Director Hammond if you are interested. You will need her permission and institutional support to apply. Bracero said she is in a play entitled *The Vagina Monologues*. The play is this Thursday and costs \$10. The money will support violence against women. The USU is co-sponsoring this event.
- Chair Thompson reminded the board that Matador Nights is Friday April 25 and the theme is Las Vegas. Everyone should volunteer and/or attend.

### **XIV. Adjournment**

The meeting was adjourned by Chair Johnson at 2:10 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director