

**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
BOARD OF DIRECTORS
JULY 30, 2012
MINUTES**

I. Call to Order

The regular meeting of the USU BOD was called to order at 12:38 p.m. by Chair Sabrina Lockey.

II. Roll Call

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Myles Adkins	Sharon Eichten	Jimmy Francis	
Tiffany Castellanos	Shelley Ruelas	Joe Illuminate	
Adan Garay		Shannon Krajewski	
Debra Hammond		Kaila Lavin	
Collin Johnson		Sarina Loeb	
Shahtaj Khan		Kevin Lizarraga	
Marianne Link		Carol Nardini	
Sabrina Lockey		Kristen Pichler	
Chenice Rand		Jason Wang	
Ryan Roope		Sarina Loeb	
Tonee Sherrill			
Demontae Thompson			
Perlita Varela			
Ivor Weiner			

III. Approval of Agenda

M/S/P (M. Adkins/T. Castellanos) Motion to approve the agenda of July 30, 2012.

Motion passed 12-0-0.

IV. Approval of Minutes

M/S/P (C. Rand/P. Varela) Motion to approve the minutes dated June 11, 2012.

Motion passed 12-0-0.

V. Open Forum (no comments)

VI. Chair's Report

Chair Lockey read from her report and congratulated the new standing committee chairs. Director Adkins is the Personnel Committee Chair, Director Varela is the Facilities Chair, and Director Johnson is the Finance Committee Chair. Lockey said she will be attending the CSU Student Leadership Conference this weekend at Cal State Long Beach. She welcomed Adan Garay, who is the board's new Associated Students (A.S.) liaison. She said that Director Bugarin has resigned from the board. Interviews will be conducted for a new student board member by herself, Vice Chair Thompson and Director Adkins.

VII. Vice Chair's Report

Vice Chair Thompson read from his report and said it was great to be back on campus and he hopes that everyone is having a wonderful summer. He will also be attending the Student Leadership Conference in Long Beach this weekend. He commented on the board's retreat in June and said that it was an opportunity to build connections with each other and to obtain confidence in the practice of parliamentary procedure. Susan Leahy did a fantastic job.

VIII. Executive Director's Report

Director Hammond read from her report and said that the internal compliance is taking place right now. Every three years, the USU is audited by the Chancellor's office. They look at our policies and procedures regarding Administration, IT, Human Resources, and Business Services. When the audit is complete, we will receive a report which will list findings and we will have six months to remedy them. Currently, the USU's external audit firm, NSBN, is on site to conduct fieldwork for the 2011-12 fiscal year financial audit. Business Services is in the process

of preparing audit schedules requested by NSBN. Hammond mentioned that Sarina Loeb accepted the USU's offer of regular employment as Coordinator, Pride Center and LGBTQ Initiatives. Sarina has also been working with the Veterans Resource Center, performing double duty, and we thank her for her hard work. Montaigne Staats accepted the USU's offer of regular employment as Coordinator, Veterans Resource Center. Montaigne introduced herself to the board and said she is excited about the upcoming grand opening of the Veterans Resource Center on September 12. Jenny Cai, accepted the USU's offer of employment as Assistant, Human Resources. Jenny was a former clerical assistant with the Administration Department. Kingson Leung, Coordinator, Special Initiatives, has joined the USU on a temporary basis. He is supporting Director Hammond with the Wellness Center. He worked as a graduate assistant for USU Events in 2011-2012.

Jason Wang, Associate Executive Director, said that the Maintenance Department recently installed KwikBoost charging stations which will quickly recharge cell phones. He pointed out the one in the room where this meeting was taking place. Stations have been placed throughout the USU including the MIC lounge, the Richard Scott TV Lounge (first floor of the Sol Center), and the Associated Students office. There is also a portable station which can be plugged in wherever needed to support events.

Hammond said that the Wellness Center Team will meet this Wednesday and that the group conducted a site visit last Friday. If anyone is interested in attending the meeting, please contact Chair Lockey or Director Hammond.

IX. A.S. Report

Director Garay said he is majoring in Film Production and that this is his first year with A.S. and second year at CSUN. He hopes to promote the relationship between A.S. and the USU BOD and if there is anything he can do for the board members, please let him know.

X. Action Items

A. Committee Chair Appointments

M/S/P (T. Castellanos/S. Khan) Motion to approve the appointment of Perlita Varela as the Chair of the Facilities and Commercial Services Committee; Collin Johnson as the Chair of the Finance Committee; and Myles Adkins as the Chair of the Personnel Committee. The terms are effective immediately and will end June 10, 2013.

Vice Chair Thompson said that these were difficult decisions because everyone who applied had unique qualities.

Motion passed 12-0-0.

B. SRC Membership Policy

M/S/P (T. Sherrill/C. Rand) Motion to approve the revisions to the SRC Membership and Facility Access Policy, effective July 30, 2012.

Jimmy Francis, Interim Associate Director, SRC, said the BOD approved this policy at its meeting on December 5, 2011. Several revisions have been made since that date, many for clarification purposes. This particular revision is being completed to prepare for the addition of the Sponsored Adult membership category and a Family Hours program. Current members have requested that their spouse/partner be able to join the SRC and that their dependents have an opportunity to utilize the SRC. SRC Membership Services staff completed a benchmark study of peer institutions and results indicated that these types of opportunities are frequently offered. Specifics regarding each differ across campuses but an overall theme that spouses/partners and dependents have the ability to use the respective recreation centers in some capacity.

It should be noted that family hours will be offered on the weekends and on other days selected by SRC staff, such as holidays. Participation data illustrates that weekend and holiday participation is significantly less than weekdays. The introduction of family hours should have little or no effect on the students' access to SRC programs and services.

Director Weiner asked for clarification of Paragraph 11 under the Definitions section of the Policy. He said that the meaning of "family hours participant" was not clear, and perhaps the word "dependent" would be more accurate and inclusive. The entire sentence needs to be changed.

M/S/P (D. Hammond/M. Adkins) Amendment to the motion to change the words "family hours participant" to "dependent hours," and the structure of the sentence would also be changed. It would read as follows:

"11. A Dependent Hours participant is defined as the dependent (who is 18 years of age or younger) of a current member."

Further discussion included that proof of guardianship or a birth certificate would need to be presented the first time a member brings a dependent to the SRC.

Director Hammond called point of order saying the board would need to vote on the amendment before any further discussion took place. This is part of the learning process of parliamentary procedure.

Amendment to the motion passed 12-0-0.

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

C. Audit Committee Code

M/S/P (S. Khan/T. Sherrill) Motion to approve the Audit Committee Code as presented.

Joe Illuminate, Associate Director, Finance and Business Services, addressed the board and said that the Audit Committee was created to comply with the California Non Profit Integrity Act of 2004. The approval of the Audit Committee Code will make the Audit Committee consistent with all other USU standing committees which have committee codes. Also, this will bring the USU into conformity with CSU internal compliance guidelines.

Proposed in the Audit Committee code in Section VI.E is a recommended change to the number of voting members required for quorum. The USU Bylaws state that all standing committees must have 50% of voting members plus one in attendance in order to obtain quorum. The recommendation for the Audit Committee is that the 50% plus one rule be changed so that 60% of the voting members are required to attend in order to obtain quorum. The Audit Committee has only five voting members. A 50% voting member plus one requirement for quorum would mean that four voting members are always required due to the upward rounding of numbers. For example, 50% of five equals 2.5 members which rounds up to three voting members. Adding one brings the total to four. Changing quorum to sixty percent (60%) of the voting members would require only three voting members be present instead of four. To provide context, fifty percent (50%) of the last six Audit Committee meetings have had only three voting members present.

Accepting this recommendation would mean that the USU bylaws will need to be revised at a future meeting in order to reflect the 60% quorum for the Audit Committee.

Further discussion included that the first sentence in paragraph 2a of Section VI Membership, of the Audit Committee Code, should be deleted because it is incorrect.

M/S/P (M. Adkins/T. Sherrill) Amendment to the motion to strike the first sentence of paragraph 2a of Section VI Membership, B Voting Members, of the Audit Committee Code.

Paragraph 2a currently reads as follows:

“2a. The Audit Committee Chair shall appoint three student representatives upon approval of the USU Board Chair. These student represents must have an accounting or business-related major.”

Paragraph 2a will be changed to read as follows:

“2a. The Student Representatives must have an accounting or business related major.”

A new paragraph 2b Section VI Membership, B Voting Members, of the Audit Committee Code, will be added as follows:

“2b. All student representatives shall be approved by the USU BOD.”

Amendment to motion passed 11-0-1.

Main motion, as amended, passed 12-0-0.

D. Retiree Health Benefits Policy Amendment

M/S/P (T. Castellanos/M. Adkins) Motion to amend and clarify the Retirees Health Benefits Policy to include any employee hired prior to 2008, who is at least 65 years of age, and who has been continuously employed by the University Student Union for a minimum of 10 years.

Kristen Pichler, Human Resources Officer, addressed the board and said that the Retirees Health Benefits Policy approved on May 7, 2012, contained an error in the section entitled “Eligibility.” The Policy as written unilaterally stipulates that to be eligible for benefits a retiree must have been hired prior to July 1, 2008, thereby disqualifying from participation any employee hired after July 1, 2008.

Clarifying language has been added to ensure that a retiree hired prior to July 1, 2008 who is at least 65 years of age and has been continuously employed for a minimum of 10 years is eligible for benefits. This language ensures eligibility to current employees who were covered under the previously approved policy regarding benefits for retirees.

Motion passed 12-0-0.

E. Position Approval – Event Supervisor

M/S/P (C. Johnson/M. Adkins) Motion to approve the Events Supervisor position and job description.

Kristen Pichler said the board needs to approve all new staff positions. The approval of this position will add one additional full-time staff to the USU Events Department. The position was included in the previously approved 2012-13 operating budget.

Main motion passed 12-0-0.

F. Position Approval – Coordinator, Computer Labs

M/S/P (P. Varela/T. Castellanos) Motion to approve the Coordinator, Computer Labs position and job description.

Kristen Pichler said that approval of the position and job description will add a full-time staff position to the Computer Lab Department. The position was included in the previously approved 2012-13 operating budget. She pointed out a typographical error at the very end of the document, last category “Salary.” The minimum amount shown is \$37,244, and it should be \$37,224. The Job Description will be corrected.

Motion passed 12-0-0.

G. Position Approval – Manager, Fitness & Wellness

M/S/P (M. Adkins/T. Castellanos) Motion to approve the Manager, Fitness & Wellness position and job description.

Kristen Pichler said that since the opening of the SRC, an analysis of the SRC’s Fitness and Wellness Department has determined that due to the size and complexity of the department (multiple fitness programs and 70 employees plus volunteers) an additional layer of management is required to ensure effective operation.

Kristen pointed out a typographical error at the very end of the Job Description, in the last category “Salary Range.” The maximum shown is \$70,460 and it should be \$62,412. The Job Description will be corrected.

Discussion ensued and Kristen was asked how do we determine the salaries and what if the person is exceptional and we decide to pay them more? Director Hammond said staff position salaries are generally budgeted at mid-salary range. The salary we actually end up paying may be more or less than what was budgeted depending on a candidate’s qualifications and what we negotiate. This information is then reported back to the BOD in the quarterly financial report.

Motion passed 12-0-0.

Chair Lockey pointed out that as soon as the committees hold meetings, motions for the action items will come from the committees and a second will not be required. During the summer months, most information is prepared by staff and motions are made at the board level.

XI. Discussion Items

A. Recruitment

Kevin Lizarraga, Marketing Manager, addressed the board and handed out flyers regarding recruitment. He reviewed the document with the board. He pointed out that when recruiting; board members should give the person a business card, offer them a giveaway, a brochure, or a flyer, and invite them to the next board meeting. The giveaways are in the Marketing Department and board members are welcomed to stop by.

B. Pride Center Logo

Kevin Lizarraga showed the board the new Pride Center Logo and discussed the process of how the logo was chosen. The decision of picking the logo was done through surveys and actively listening to the students of the LGBTQ community.

C. Veterans Resource Center Logo

Kevin Lizarraga showed the board the new Veterans Resource Center Logo and said that the same process used for the Pride Center logo was also used for this logo. Actively listening to the interested parties was the most important factor involved regarding making a final decision.

Kevin then showed the board a couple of commercials made by the Marketing Department. The board said they were creative and innovative and thanked Kevin for his presentation.

D. Envisioning/Goal Setting Development

Chair Lockey asked the board members for comments regarding the list. Director Johnson suggested working with Kevin Lizarraga to create a Sundial App. Articles could be downloaded directly from The Sundial. Director Thompson liked the StrengthsQuest training saying the board needs more training. Director Lockey brought up the Food Bank idea and how it could be used for the students to make sure their daily food needs were met. Many campuses have food banks and we could look into maybe partnering with UNICEF. A food bank program would have to be respectful of students' identities. Technology should be more interactive and user friendly. Further discussion included making commercials specifically for freshmen orientation showing the love the current students have for CSUN, and all the different opportunities that are offered, like Matador Nights, Big Show, and celebrities in the past that have spoken or given presentations on campus like Richard Simmons. The rooftop organic garden was mentioned, but it might be too large a goal to attempt.

Director Hammond said that at the August meeting, the board will participate in a different exercise to pick their top four goals. Once they have been determined, they will be brought back to the September meeting to be voted on. Those goals will be worked on by the board for the next year.

XII. Announcements

- Director Link said that she recently borrowed a copy of Susan Leahy's DVD on Parliamentary Procedure. She said it is well done and very helpful. Director Hammond added that we have additional DVDs and board members need to contact Tanesha Young, the board's graduate assistant, to borrow a copy as that was the commitment that was made at the USU retreat.
- Director Hammond said that board members should gather outside now for picture taking. The pictures will be used for the USU Web site and other promotions.

XIII. Adjournment

The meeting was adjourned by Chair Lockey at 2:22 p.m.

Respectfully submitted by,

Debra L. Hammond,
Executive Director