

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
BOARD OF DIRECTORS  
OCTOBER 21, 2013  
MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Guests</u>
Shelley Ruelas-Bischoff <i>(arrived at 12:35 p.m.)</i>	Ivor Weiner	Ani Avetisyan	Desiree Crump
Kandee Bracero		Matthew Eickhoff	Won Choi
Tiffany Castellanos		Jeremy Hamlett	Joseline Cubas
Sharon Eichten		Joe Illuminate	Paulina Galarza
Jorge Guzman		Samantha Liu	Gaby Martinez
Debra Hammond		Carol Nardini	Bianca Santillan
Collin Johnson		Jack Raab	
Jaclyn Kietzman		Thomas Sekayan	
Diana Madueno		Shanell Tyus	
David O'Neill		Brandon Urtiz	
Gavan Rathje			
Nicole Riley			
Tonee Sherrill <i>(arrived at 12:47 p.m.)</i>			
Demontae Thompson <i>(left at 1:42 p.m.)</i>			
Perlita Varela			
Christopher Woolett			

**III. Approval of Agenda**

M/S/P (P. Varela/T. Castellanos) Motion to approve the agenda of October 21, 2013.

*Motion passed 12-0-0.*

**IV. Approval of Minutes**

M/S/P (T. Castellanos/D. Madueno) Motion to approve the minutes dated September 16, 2013.

*Motion passed 12-1-0.*

*Director Ruelas-Bischoff arrived at 12:35 p.m.*

**V. Open Forum**

None.

**VI. Chair's Report**

Chair Johnson read from his report and hoped that everyone did well on their midterms. He complimented Mr. Woolett for putting on a successful Big Show this year. The revisions to the Bylaws will be voted on today. Johnson thanked everyone for their contributions in getting to this point. He congratulated the committee chairs for starting off the year strong. The committee member training is Thursday, October 24, 2013, 5:00 - 8:00 p.m. in the USU Conference Room.

**VII. Vice Chair's Report**

Vice Chair Varela read from her report and said that the ACUI Region 15 Conference is coming up November 11- November 14. She will be attending the conference with Directors Madueno and Thompson, staff and student assistants. The conference will take place in Hawaii. She thanked Carol Nardini, Administrative Assistant to the Executive Director, for coordinating the event. Two training sessions have been scheduled for everyone who has

not attended an ACUI conference. The sessions will provide necessary information including how to pick an educational session and what to wear. Varela said she looks forward to sharing her experience at the next Board meeting.

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

Director Hammond asked the board for feedback on the new format of the Executive Director's report. Board members said it was easier to read because of the layout of the document, and they did not have any difficulty opening the document. Many programs took place during the month. Collaborations took place with the SRC, the Pride Center and the International & Exchange Student Center on several events. There was a 21% increase in membership at the SRC due to the large group of incoming freshmen this year. The USU and CSUN received a "Catalyst Client" award from the facility planning firm of Brailsford & Dunlavey. Hammond attended the award ceremony which took place in Washington D.C.

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

Mr. Woolett thanked Kingson Leung, Coordinator, Special Initiatives, for his presentation on the Wellness Center before the A.S. Senate. Woolett travelled over 1,000 miles this month by attending the CSSA (California State Student Association) meeting at CSU East Bay October 11-13. He also travelled to meetings at several CSU campuses. The meetings focused on matters concerning education and healthcare.

*Director Sherrill arrived at 12:47 p.m.*

### **X. Committee Reports**

- Facilities & Commercial Services: Chair Diana Madueno said the committee has seven active members. At the first meeting, the committee reviewed the orientation presentation and discussed goals. She thanked Jack Raab, the Executive Secretary for his support.
- Finance Committee: Chair Demontae Thompson said the committee held their first meeting September 20 and reviewed the orientation presentation, goals, and the USU Scholarship & Cash Donations policy. The next meeting is October 25 and everyone is welcome to attend.
- Personnel Committee: Chair Gavan Rathje said the committee held their first meeting September 27 and approved the meeting schedule and goals. They reviewed the USU Handbook regarding overtime.
- Retirement Committee: Chair Perlita Varela said the committee had an unofficial meeting to look closely at two companies regarding retirement benefits for the USU. There will be another meeting on November 8 to vote for the company which will then be referred to this board for its approval.

### **XI. Action Items**

#### **A. USU Bylaws Revisions**

M/S/P (P. Varela/D. Thompson) motion to approve the Bylaws as amended.

Director Hammond said that at its September meeting, the board reviewed and discussed the changes from the Ad Hoc Bylaws Committee, the USU's attorney, Jaffe Dickerson, Esq., and from Sharon Kinard, Manager, Administration & Communication. Mr. Dickerson was contacted by telephone during the meeting. He reviewed his changes and answered questions from the board. The Bylaws, as revised, are now ready to be voted on and Hammond asked the board if there were any further comments. Director Thompson said that the language found on page 5, Article 5. Officers, Section 5.01, was unclear. He suggested that it read: Section 5.01 Officers and to add parenthesis around the words Chair and Vice Chair.

M/S/P (D. Thompson/T. Castellanos) amendment to the heading under Article 5, Section 5.01 should read as follows: "*Section 5.01. Officers. (Chair and Vice Chair). The Chair and Vice Chair shall be elected by the BOD.*"

**Amendment passed 13-1-0.**

**Motion, as amended, passed 14-0-0.**

#### **B. BOD Goals**

M/S/P (T. Castellanos/J. Guzman) motion to approve the USU BOD Goals for the 2013-14 fiscal year.

Director Varela reviewed the goals with the board. Director Ruelas-Bischoff commented that these were a good set of goals for the board and that she appreciated the thought that went into the process. Discussion ensued and board members talked about which goal they were anxious to complete. It was noted that Goal No. 2 (revision of the Bylaws) was voted on earlier today and is now complete. Director O'Neill said he is anxious to see the development of the Wellness Center. Director Kietzman said the goals are exciting and she looks forward to the Wellness Center opening. In response to a question, Director Hammond said the board should

be aware that if another goal comes up during the course of the year, it may necessitate the removal of a current goal. Director Bracero said that the goals of the board are amazing and that they do so much to give back to the students. It helps us feel connected and to build campus relationships. Director Johnson said that three of the goals are physical goals that the students at CSUN will be able to see. Namely, the opening of a study space, the Wellness Center, and the renovation of the Games Room. We are leaving a legacy and the board should be proud.

## **XII. Announcements**

- Matthew Eickhoff, Program Coordinator, Training & Development, said that U-Day is scheduled for December 6 at 12:00 p.m. in the Northridge Center. It is an annual event about student appreciation and lunch will be served along with games, fun, and music.
- Joseline Cubas, BOD Graduate Student, asked the board to sign up today to receive t-shirts. The committee member training is this Thursday at 5:00 p.m. in the USU Conference Room.
- Director Ruelas-Bischoff said a groundbreaking ceremony was held Tuesday afternoon to celebrate the second phase of the two freshman suites that are being built in what was once the F8 parking lot in the University Park Apartments. The new suites are expected to open in 2015 and will be located outside of Hawthorne Hall and Pinon Hall. Ruelas-Bischoff said she attended a screening of the movie "First Generation" in the Northridge Center earlier in the month. It is a true story of four high school students who set out to go to college and break the cycle of poverty. It was a reminder of how difficult it is for low-income/first generation students to get into college, stay in college, and graduate.
- Shanell Tyus, Manager, USU Events, introduced herself to the board and talked about upcoming events, including a Murder Mystery Dinner this Friday. Tickets are \$5.00 with CSUN ID at the A.S. Ticket Office. The 12<sup>th</sup> Annual Student Showcase is Wednesday October 30 at 7:00 p.m. Tickets are free at the A.S. Ticket Office, and there will be prizes and a professional photo session.

## **XIII. Discussion Items**

### **A. Executive Session**

M/S (T. Castellanos/J. Guzman) motion to go into Executive Session at 1:20 p.m.

**Motion approved by general consensus.**

*Director Thompson left at 1:42 p.m.*

M/S (D. Hammond/G. Rathje) motion to exit Executive Session at 1:46 p.m.

**Motion approved by general consensus.**

## **XIII. Adjournment**

The meeting was adjourned by Chair Johnson at 1:46 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director