

**UNIVERSITY STUDENT UNION**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**BOARD OF DIRECTORS**  
**GRAND SALON**  
**MARCH 16, 2015**  
**MINUTES**

**I. Call to Order**

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

**II. Roll Call**

<b>Present</b>	<b>Absent</b>	<b>Staff</b>	<b>Guests</b>
Talar Alexanian	Karina Winkler	Matt Eickhoff	Argishti Davtyan
Amber Bynum		Jimmy Francis	Ismael Gomez, Jr.
Sharon Eichten		Kristie Godfrey	Asia Johnson
Barbara Gross		Jeremy Hamlett	Usman Khan
Jorge Guzman ( <i>arrived at 12:51 p.m.</i> )		Joe Illuminate	Armen Khanbabaei
Debra Hammond		Chris Jensen	Helen Luong
Jaelyn Kietzman		Shannon Krajewski	Carlos Maldonado
Shahtaj Khan		Kaila Lavin	Jose Ortiz
Josue Najera		Kingson Leung	Justin Orue
David O'Neill		Carol Nardini	Heather Raksin
Jesus Martinez-Ramirez		Jonathan Navarro	Andrew Versile
Shelley Ruelas-Bischoff		Kristen Pichler	
Tonee Sherrill			
Demontae Thompson ( <i>arrived at 12:48 p.m.</i> )			
Perlita Varela			
Asia Wheaton			

**III. Approval of Agenda**

M/S/P (J. Najera/P. Varela) Motion to approve the agenda of March 16, 2015.

*Motion passed 12-0-0.*

**IV. Approval of Minutes**

M/S/P (A. Bynum/A. Wheaton) Motion to approve the minutes dated February 23, 2015.

*Motion passed 11-0-1.*

**V. Open Forum**

Heather Raksin, an assistant for the Marketing Department, talked about the Inclusive Language Campaign which begins this week. She said that everyone has a word or phrase that they find hurtful. The campaign is a movement geared at challenging students to think before they speak and to consider the language they use. The goal is to challenge the everyday, casual speech students use that can be viewed as demeaning or offensive. Ms. Raksin handed out flyers to the board.

**VI. Chair and Vice Chair Reports**

Chair Martinez-Ramirez said it was nice to see some of the candidates in the audience at today's board meeting. He and Vice Chair Khan said that she and the Chair attended the Soul Pancake Event and that they had the pleasure of introducing Rainn Wilson. Mr. Wilson spoke about his book and its relation to art, philosophy, and spirituality. He then signed books and talked to members of the audience once his presentation was over. It was a great opportunity. The Chair said he attended the Facilities & Commercial Services Committee meeting and enjoyed the presentations given by Sarina Loeb, The Pride Center Coordinator, and Patrina Croisdale, the Veterans Resource Center Coordinator. They both did an excellent job. There are 23 candidates running in the Elections for a seat on the USU Board of Directors. The board's recruitment efforts were very productive. The Distinguished Alumni Event is April 18 at the Four Seasons Hotel in Westlake Village. The reception begins at 6:30 p.m., with dinner and program following at 7:30 p.m. Carol

Nardini, Administrative Assistant to the Executive Director, will send out the information regarding the alumni event after the meeting. The board will have a deadline to respond if they are interested in attending this event. The ACUI Annual Conference in San Antonio, Texas, begins April 8. Everyone wished Director Najera a happy birthday.

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

Director Hammond said the Audit Committee will be selecting a new audit and tax preparation firm on March 17. Pero Akinbohun, SRC Administrative Assistant II, joined a panel of CSUN students and alumni at the Harambee High School Conference on February 27. Ms. Akinbohun said she attended this conference as a senior in high school and it persuaded her to attend CSUN. The CSUN Women's Basketball team is headed to the NCAA Tournament for the second year in a row. On Monday, March 16, a party for the team will begin at 3:30 p.m. at CSUN's Pub Sports Grill with the selection show airing at 4:00 p.m. Guests in attendance will have the chance to meet members of CSUN's 2015 Big West Conference Women's Basketball Championship team.

*Director Thompson arrived at 12:48 p.m.*

## **VIII. A.S. Report**

Talar Alexanian, Vice President, Associated Students (A.S.), read her report to the board. There will be a Meet the Candidates' debate on March 26 from 12:00 to 3:00 p.m. Election days are April 1 and 2. Alexanian attended a two-day CHES (California Higher Education Student Summit) conference at the state capitol. During the conference, students participated in various training sessions on leadership and governance, and were also given the unique opportunity to collaborate and network with state legislators and student leaders from all 23 CSU campuses. The CSUN delegation held meetings with eight legislators to advocate for an additional \$97 million to the CSU. There will be a Greek New Member Intake Committee Town Hall on March 26, beginning at 4:00 p.m. in the USU Theatre, after the Meet the Candidates event. Big Comedy is April 13 at the Northridge Center, 6:00 p.m. Tickets are \$5.00 at the A.S. Ticket Office. The Farmer's Market has been a great success and will continue through the spring semester. It is currently not scheduled to take place during the summer, but it could be discussed.

*Director Guzman arrived at 12:51 p.m.*

## **IX. Committee Reports**

- Facilities & Commercial Services. Director Najera reported on behalf of Director Winkler at the committee's last meeting and said it was a good experience. He realized the importance of the committee meetings; that they review the issues first and then bring them to the board. He enjoyed the presentations regarding the Pride and Veterans Resource Centers.
- Finance Committee: Director Wheaton chaired the committee's last meeting where discussion was held regarding capital outlay and major repair and replacement projects. Both the campus and the Finance Committee is looking at new software and we will wait until the campus makes a decision.
- Personnel Committee: Chair Amber Bynum said the next committee meeting is March 19 at 2:00 p.m. and encouraged board members to attend.
- Retirement Committee: Chair Shahtaj Khan said that there are no meetings currently scheduled for this committee.

## **X. Action Items**

### **A. Travel Policy & Procedure**

Motion from the Finance Committee to approve the recommended revisions to the Travel Policy and Procedure as presented.

Director Varela said the key revisions to the policy and procedure are highlighted on the Travel Policy Revision Table included as part of this action item. It was noted that the board does not approve USU procedures. The name of the motion must be changed. The last two words of the motion, "and Procedure," were deleted.

Director Ruelas-Bischoff pointed out that in the Travel Policy Revision Table, Definition No. 5, the wording of the paragraph needs to be changed. The words "but are not limited to" should be removed.

M/S/P (S. Ruelas-Bischoff/B. Gross) Amendment to strike the words: "but are not limited to" in Definition No. 5, paragraph No. 5. Definitions Section No. 5 should read as follows: "Incidental expenses include fees and tips for servers and baggage handlers. ...."

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

Director Eichten said that there needs to be a change in the first sentence in Definition No. 2, paragraph 1. The parenthesis should be removed in the first sentence: "Travel is defined as a trip (either more than or less 24 hour in duration) authorized for the conduct of official USU business."

M/S/F (S. Eichten/A. Wheaton) Amendment to change the phrase in the parenthesis in the first sentence in Definition No. 2, Paragraph No. 1, the words: (“either greater than or less than 24 hours in duration.”)

Director Hammond asked for a point of clarification. She asked how the State side of the Campus handles expense reports for parking and mileage while attending a meeting off campus. Director Gross responded saying that the length of the travel does not matter, the campus reimburses for all parking fees and mileage when attending a meeting off campus.

***Motion failed 14-0-0.***

Director Sherrill said that the language in Definition 2, Paragraph No. 1, in parenthesis is redundant and should be stricken: “(either more than or less 24 hour in duration).”

M/S/P (T. Sherrill/J. Guzman) Amendment to strike the words in Definition No. 2, Paragraph No. 1 in parenthesis as follows: “(either more than or less 24 hour in duration).” The sentence would read as follows: “Travel is defined as a trip authorized for the conduct of official USU business.”

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

Discussion ensued and it was noted that any USU employee who travels more than 24 hours must complete a Travel Approval form.

Director Hammond recommended that this policy should be sent back to the Finance Committee.

M/S/P (D. Hammond/J. Kietzman) Motion to send the Travel Policy & Procedure back to the Finance Committee.

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

## **B. SRC Membership & Facility Access Policy**

Motion from the Facilities & Commercial Services Committee to approve the revised SRC Membership & Facility Access Policy.

Director Najera said the current version of the SRC Membership & Facility Access Policy was approved in 2012 and some of the terminology is now outdated, such as references to former students categorized as Fee Contributors. The revised version uses updated terminology and includes changes to language regarding Intensive English Program (IEP), Observers, Guests and Approved Access.

Director Eichten asked about Definition No. 1 in the Facilities Policy, saying that the definition of a student enrolled at CSUN is unclear. She suggested that it should be reworded. Kaila Lavin, Manager, Membership & Aquatics, addressed the board and said that the words used needed to distinguish between current students who attend CSUN, who pay fees, and Tseng College students who do not pay fees. She also noted that the phrase “or has qualified for a fee waiver” needs to be included to account for faculty/staff who take classes. Director Eichten then asked if matriculated vs. non-matriculated terms should be used to further clarify.

***Motion passed 13-0-1.***

## **XIII. Discussion Items**

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

Matthew Eickhoff addressed the board and read the following: The Aida C. Salazar Award was created in 1986 in the name of a former Board member. In response to Aida’s tragic death this award is presented annually to the person who has contributed to the mission of the USU by bringing unique or new, diverse groups into the Union. Criteria for this award include the following:

- 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 as well as \$100.

Nominations can be submitted by anyone from the USU board or committee members, staff or student assistants, for anyone in the CSUN community. The recipient does not need to be a USU employee or volunteer. At the April meeting, the nominations are heard including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by the Training and Development Coordinator/designee. The winner is announced at the Year End Celebration.

Mr. Eickhoff said that this is the first time nominations would be accepted from USU staff, students, and the CSUN community, for this award. Director Sherrill asked what if 40 people were nominated, would that be a problem? Mr. Eickhoff responded that it would not; the winner would still be the person who received the most votes via secret ballot at the next board meeting.

Mr. Eickhoff then read the Board of Directors Committee Member of the Year Award as follows: The Board of Directors Committee Member of the Year Award goes to an outstanding committee member. Each Committee Chair discusses the award with their committee. The committee nominates one of their members. At the April board meeting, each Committee Chair speaks on behalf of their nominee. Criteria for this award include the following:

- Must be from a USU Board of Directors standing committee (Facilities & Commercial Services, Finance Committee, Personnel Committee, Retirement Committee)

The committee chair is not eligible for the award, but the board representatives on the committee are eligible. In addition to the plaque to be hung in the USU, a separate plaque will be awarded to the recipient as well as \$100.

At the April meeting, the nominations are heard including brief rationales for each nomination. Voting is conducted by secret ballot and tallied by Training and Development Coordinator/ designee. The winner is announced at the Year End Celebration.

Director Hammond noted that the Retirement Committee should be included in this award.

#### **B. 2014-15 USU Executive Director's Evaluation Process**

Director Ruelas-Bischoff said the Board Review Team is comprised of the Chair of the Board, the Chair of the Personnel Committee, and the Associate Vice President for Student Life. The primary responsibilities of the Review Team include annually conducting an evaluation of the performance of the USU Executive Director, and reviewing and recommending compensation increases and/or bonuses for management employees, when appropriate.

Director Ruelas-Bischoff passed out the form that the board members must complete. It will be used in conducting the 2014-2015 evaluation of Debra L. Hammond, USU Executive Director. Please place your completed evaluation in a sealed envelope, and forward it by Friday, April 3, 2015, to Director Ruelas-Bischoff, University Hall, Suite 310. An electronic version will also be sent to you via email from Mrs. Carol Nardini.

#### **XIV. Announcements**

- Director Najera thanked Director Winkler for taking charge of collecting money from everyone to buy his family meals. Because of his mother's condition, it is very important for her and the rest of the family to eat in a more healthy way. With Director Winkler's help and the money collected, Najera and his family have made a good start and have begun to eat in a healthier way. He thanked everyone for their help.
- Director Bynum reminded the board that the student body Elections will take place on April 1 and 2. She asked that everyone spread the word. She invited all to the A.S. "Meet the Candidates" meeting Thursday, March 26, 2015, 11:00 a.m. to 2:00 p.m. at Bayramian Lawn. The meeting will include food, music and an opportunity to meet and talk to the candidates. It is mandatory for all the candidates to attend this meeting.
- Director Ruelas-Bischoff said that she attended a Grad Fest event last week where you could feel the excitement. She spoke about Impaction which means that a campus anticipates more qualified applicants than there are spots available. For fall 2015, at least 17 of the 23 California State University (CSU) campuses have declared impaction for first-time freshmen. The University will give priority admission consideration to first-time freshman applicants who graduate from high schools located within a closely-defined geographic area. Director Ruelas-Bischoff said there is a plethora of information on the CSUN Web site and if anyone has any questions they should call her.
- Director Kietzman reminded the board that she works for Student Outreach & Recruitment and she is the one who visits our local high schools to recruit students. Impaction can be confusing and if anyone has any questions they should contact her.
- Director Eichten said this is the second year in a row our Women's Basketball Team has secured a conference invitation. They moved up in the ranks and secured the No. 13 seed in the NCAA tournament. The first game is March 21 where we will face off against Stanford at the opposing team's home court.

#### **XIV. Adjournment**

The meeting was adjourned by Chair Martinez-Ramirez at 1:47 p.m.

Respectfully submitted by,

Debra L. Hammond,  
Executive Director